

14 FAM 600 EMPLOYEE LOGISTICS – HOUSEHOLD EFFECTS

14 FAM 610 TRANSPORTING EFFECTS

*(CT:LOG-40; 05-18-2007)
(Office of Origin: A/LM)*

14 FAM 611 POLICY AND AUTHORITY

14 FAM 611.1 Applicability

*(CT:LOG-1; 05-27-2005)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

These policies and procedures apply to Foreign Service employees of the participating agencies.

14 FAM 611.2 Authority

*(CT:LOG-11; 10-21-2005)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

- a. Section 901 of the Foreign Service Act 1980 (22 U.S.C. 4081), as amended, authorizes the Secretary to pay the transportation expenses of members of the Service and their families, including costs or expenses incurred for:
 - (1) Transporting the furniture and household and personal effects of a member of the Service to successive posts of duty;
 - (2) Packing and unpacking, transporting to and from a place of storage, and storing the furniture and household effects of a member of the Service; and
 - (3) Transporting for or on behalf of a member of the Service a privately owned motor vehicle (POV) in any case which the Secretary

determines it is necessary.

- b. The authorization for the shipment of a privately owned motor vehicle is based upon section 901(13) of the Foreign Service Act of 1980 and on a GAO decision that an employee's effectiveness at a post of duty abroad is enhanced thereby.
- c. Foreign Service Act of 1980, Section 207 (22 U.S.C. 3927).
- d. Use of U.S.-flag vessels for transporting household goods and/or personal effects of U.S. Government employees:
 - (1) Merchant Marine Act of 1936 Section 901(a);
 - (2) 46 U.S.C. 1241; and
 - (3) 41 CFR 102-118.195 Factual Support of Charges—International Shipments.
- e. 19 CFR 142.
- f. 49 U.S.C. 13101.
- g. Military Personnel and Civilian Employee's Claims Act of 1964.
- h. Gun Control act of 1968.
- i. Title 17 CFR, Part 478—Commerce in Firearms and Ammunition.
- j. Federal Travel Regulations.

Internet links to the regulations in this section may be found at Reginfo.gov.

14 FAM 611.3 Use of U.S.-Flag Vessels

(CT:LOG-32; 10-10-2006)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

- a. In accordance with the Merchant Marine Act of 1936 (49 Stat. 2015; 46 U.S.C. 1241(a)), any officer or employee of the United States traveling on official business abroad or to or from any of the possessions of the United States shall travel and transport his or her personal effects on ships registered under the laws of the United States where such ships are available unless the necessity of the employee's mission requires the use of a ship under a foreign flag: Provided, that the Comptroller General of the United States shall not credit any allowance for travel or shipping expenses incurred on a foreign ship in the absence of satisfactory proof of the necessity therefore.
- b. Section 901 of the Merchant Marine Act of 1936 provides that travel and transportation of effects shall be on ships registered under the laws of the United States where such ships are available unless the necessity of the mission requires the use of a ship under a foreign flag. It also vests in

the Comptroller General special enforcement responsibilities.

- c. **USAID only:** Although Executive Order 11223 exempts USAID from the requirements of section 901 of the Merchant Marine Act of 1936, which requires U.S. Government employees to use ships of U.S. registry when such ships are available, USAID's policy is that U.S.-flag vessels are to be used for transporting effects unless such ships are not available or their use is not feasible (see 14 FAM 616.3).

14 FAM 611.4 Privately Owned Vehicles (POVs)

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. It is the Department's policy that a travel authorization which includes authority for the transportation of effects constitutes authority for the transportation (i.e., water, rail, air, or driven), of one motor vehicle owned by the employee or by a member of the employee's family when such transportation has been determined to be necessary or expedient, unless prohibited by regulation or administrative action. Not more than one motor vehicle may be transported to a post of assignment, except as provided by 14 FAM 615.3, 14 FAM 615.4, and 14 FAM 615.5.
- b. It is hereby determined that transportation of a privately owned vehicle (POV) by water, rail, or air is necessary or expedient when:
 - (1) Neither the authorized nor the actual points of origin and destination are connected by a hard-surfaced, all-weather highway or by vehicular ferry, or both. Employees posted to the following Mexican posts may be authorized to have their POVs shipped at U.S. Government expense (interior posts only):
 - (a) Mexico City;
 - (b) Merida;
 - (c) Hermosillo;
 - (d) Guadalajara; and
 - (e) Monterrey;
 - (2) An employee is absent from post under orders (including combined home leave and transfer orders) and is therefore unable to drive the vehicle from the old post to the new post; and
 - (3) In cases other than those specified above in this section, an authorizing officer may determine that transportation of a privately owned vehicle is necessary or expedient. Such cases frequently occur when danger or undue hardship would be involved if the

employee or a member of the family drove the vehicle between the authorized points of origin and destination. A copy of this determination should be furnished by the traveler for submission with the travel voucher.

14 FAM 611.5 Household Effects (HHE)

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

Household effects shipments may include furniture, and household and personal items for the use of an employee and authorized eligible family members. Consumable items may be included in household effects shipment or shipped under the separate consumables allowance, if employee is assigned to a consumables post and wishes to save the HHE allowance for more household articles (see 14 FAM 613.7). Boats, aircraft, animals, birds, pets, plants, construction materials, and any items in commercial quantities are not considered household effects and may not be shipped at U.S. Government expense. Snowmobiles and vehicles with two or three wheels, e.g., motorcycles, mopeds, and golf carts, may be shipped as household effects.

14 FAM 611.6 Limitations

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

The Chief, Travel and Transportation Management Division (A/LM/OPS/TTM), is authorized to deny use of U.S. Government services and facilities in circumstances involving unusual boxing, crating, shipping, storage, and handling costs associated with personal property, requested by the employee; or in cases when an item cannot be shipped in any normal way, such as when it does not fit in standard containers. This provision includes, but is not limited to, requests to ship items of unusual size, or with special characteristics or qualities, or which are perishable, fragile, or contain hazardous material as established by international agreement; requests for more than two supplemental shipments; or multiple requests for pick-ups of HHE from locations other than the residence. The Chief, Travel and Transportation Management Division (A/LM/OPS/TTM) for State; Human Resources Manager, USFCS/OIO/OFSP for Commerce; or Chief, FA/AS/TT for USAID, will determine the extent to which these services can be denied. In such cases, employees retain the right to normal legal and administrative appeals.

14 FAM 611.6-1 Weight Allowance for Shipment and Storage

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The combined shipment and storage of effects allowance has been established at the statutory limit of 8,165 kilograms or 18,000 pounds, net weight, for each employee, regardless of family status.
- b. A limited shipment allowance is set at 3,265 kilograms or 7,200 pounds, net weight, for each employee, regardless of family status, and will be authorized in lieu of full shipment when post provides adequate furnishings. (For further information, see 14 FAM 613.1.)
- c. Storage is covered under 14 FAM 620.

14 FAM 611.6-2 Personally Owned Firearms and Ammunition

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service and Civil Service)

- a. It is the responsibility of each employee to consult with the post report and/or the post management officer to determine the restrictions and limitations, if any, that are placed upon the shipment of personally owned firearms or ammunition into the country of assignment. The post report will include the prescribed procedures that must be complied with under host-country regulations when firearms and ammunition may be imported (see 2 FAM 170). When post reports are not available, the employee, before initiating shipment of firearms or ammunition, must secure in writing authorization and approval from the chief of the diplomatic mission, or designated representative.
- b. The Department of State will not ship ammunition as part of an employee's effects. Ammunition, a hazardous cargo, requires special handling and labeling. The employee should directly ship ammunition separately and consign it to an import handler.
- c. When an employee transfers directly without a Washington, DC assignment from one post to another post where fewer, or no, firearms are authorized, the employee must send the excess, or all, firearms back to the United States in accordance with regulations governing the importation of firearms and ammunition. See 14 FAM 618.5 for more information on shipping firearms and ammunition.

14 FAM 612 AUTHORIZED EXPENSES

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

Authorized expenses in connection with shipment of effects include the following (see also 14 FAM 618):

- (1) Packing, crating, unpacking, and necessary incidental cartage, including construction or purchase of necessary wooden containers;
- (2) Hire of lift vans (but not transportation of, or import or export duties on, empty lift vans);
- (3) Transportation of empty lift vans or shipping containers to or from the facilities of the owner or owner's agent, when such lift vans or containers are furnished without charge by steamship lines, railroads, airlines, military installations, etc., for the movement of effects;
- (4) Freight by any type of carrier, including air if specifically authorized or more economical or advantageous to the U.S. Government;
- (5) Transshipment and handling charges, tonnage fees, cartage and storage en route, unavoidable demurrage charges (compensation paid for detention of freight or other cargo during loading and unloading beyond the scheduled time of departure), and all similar expenses incidental to direct shipment, but not import or export duties;
- (6) Services of customs brokers when the foreign establishment or U.S. Despatch Agency cannot make the customs entry;
- (7) Cartage at destination from the shipping terminal to the residence or place of unpacking and thence to the residence; or, when the effects are stored at U.S. Government expense, from the shipping terminal to the place of storage and thence to the residence;
- (8) General average contributions in connection with losses at sea (see 14 FAM Exhibit 612); and
- (9) Other miscellaneous expenses, not enumerated here, may be allowed when necessarily incurred in connection with the shipment of effects.

14 FAM 612.1 Unpacking and Hauling Services

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

Receiving posts pay for local costs incurred for receiving, handling, and unpacking pack-and-crate shipments. Through bill-of-lading shipments specify that all arrangements and payments with respect to customs documentation, packing, unpacking, local drayage (transport), and other related services will be handled by the carrier. Therefore, posts should merely inspect such shipments closely to determine that the carrier provided the services agreed upon. Posts should exercise particular care to make certain that when receiving through bill-of-lading shipments they make no payments for services rendered in connection with these shipments.

14 FAM 612.2 Shipment Terminating Abroad

14 FAM 612.2-1 Shipment Arrangement and Payment

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

Normally, the post will arrange for the unpacking and hauling of effects for delivery to the employee's residence, and will arrange for the payment of costs by the fiscal office for the post.

14 FAM 612.2-2 Reweighing Inbound Shipments

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. If the post has reason to believe that the stated weight of an inbound shipment of household effects or unaccompanied air baggage is too high, a contractor should re-weigh the shipment upon its arrival at the post. In such cases, re-weighing provides an excellent opportunity to protect the Department or Agency from paying overcharges for packing and transportation services based on net and gross weights that prove to be incorrect. When the shipment exceeds the employee's allowance, correct re-weighing procedures are especially beneficial to the employee, who would otherwise be required to pay excess charges.
- b. At the time of receipt, each lift van should be weighed separately on the most accurate scale available to establish its gross weight. Following delivery and unpacking of the household effects, the lift van and any blocking and bracing material should be reweighed on the same scale to obtain the tare (empty) weight of the lift van. The gross weight less the tare weight will establish the actual net weight of the household effects as defined in 14 FAM 511.3. Cartons and wrapping or padding material should not be included as part of the tare weight of the lift van. As stated

in 14 FAM 511.3, the weight of these items is part of the net weight of the household effects shipment. A weight ticket should be stamped by the weighing machine or completed by the contractor showing the gross, tare, and net weights.

- c. When inbound household effects or unaccompanied air baggage (UAB) shipments are re-weighed and the ticketed vice actual gross or net weight is found to be significantly higher, the shipping post must be notified of all details (including the re-weighing tickets) in order to undertake corrective measures with the contractor or carrier. If the shipment originated in the United States, the receiving post should notify the particular department or agency transportation office.
- d. When a UAB shipment in excess of the employee's allowance arrives at post, the contractor should reweigh it at the air carrier's terminal at time of pick-up. The air carrier's scale will probably be the most accurate and accessible for reweighing the baggage shipment. If the weight of the UAB shipment differs from the weight shown on the air waybill, the delivering airline should note the correct weight before the receiving post takes possession of the baggage. The receiving post can then notify the origin transportation office regarding the discrepancy for follow up.

14 FAM 612.3 Employee Responsibilities for Excess Transportation Costs

(CT:LOG-32; 10-10-2006)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Employees are responsible for any transportation, demurrage, storage, customs cartage, or other costs incurred by them or their agents which are not authorized by laws and regulations governing the shipment of effects or unaccompanied air baggage (UAB) at U.S. Government expense.
- b. HHE may be shipped at U.S. Government expense to and from points listed on the employee's travel authorization, from authorized points of storage to onward post, and from post to authorized point of storage. Any other shipments to alternate destinations, or from alternate origins, will be made on a cost-constructive basis, with the employee paying any excess costs. When possible, the transportation office should advise the employee of excess transportation charges before effects are shipped. The employee should pay any such excess transportation charges to the transportation office at this time.
- c. UAB may be shipped cost constructively between points other than those authorized (i.e., if its routing does not match the employee's actual travel itinerary), based on actual weight shipped, but not in excess of actual

costs which would have been incurred had the shipment been made between authorized points of origin and destination. (See 14 FAM Exhibit 613.3.)

- d. HHE shipment excess transportation costs are computed on the basis of the ratio of the excess net weight to the total net weight allowed for the specific post. Appropriate excess cost to be paid by the employee will include excess packing/trucking charges at origin, excess delivery/unpacking charges at destination, and ocean/port charges as applicable. (See 14 FAM Exhibit 614.5 for a cost example.) Contact your transportation counselor for specific costs.
- e. The net weight of any effects which become a total loss in transit due to military action, theft, fire, shipwreck, or other causes is not charged against the employee's weight allowance. Subsequent shipment may be made, equal to the weight of the lost or totally damaged effects, without excess transportation costs being charged to the employee.
- f. **State only:** The cost of shipping household effects for storage to an authorized storage point (14 FAM 624) may not be used as the basis for a constructive cost shipment of the effects to an alternate destination. In certain circumstances, exceptions to this regulation may be granted in accordance with 14 FAM 514.

14 FAM 612.3-1 Employee Actions

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Employees should know their shipment limitations and the net weights involved. As a guide for estimating weight in future shipments, they should maintain personal records of each shipment's weight. Whenever possible, the employee should obtain a written estimate of the net weight of effects from the packing company.
- b. Employees or their agents should furnish shipping and storage maximum weights and written instructions concerning articles to the packer or carrier. Packers should not fail to contact the employee for disposition instructions in the event effects exceed the weights specified. Employees should obtain written acknowledgment of their instructions. Failure to put instructions in writing will seriously jeopardize an employee's case if an excess shipment occurs and documentary evidence of instructions must be presented.

14 FAM 612.3-2 Estimating Weights

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. The 14 FAM Exhibit 612.3-2 is a guide to assist employees in estimating the net weight of their effects prior to packing. This exhibit lists the household effects that generally comprise the majority of articles used to furnish a residence. An estimated net weight for fragile articles, which normally requires preliminary packing before removal from the residence, includes packing and crating materials (14 FAM 511.3).
- b. Furniture is variable in size and weight. Employees should exercise care in utilizing the list in 14 FAM Exhibit 612.3-2 to estimate the net weight of their effects. The figures furnished represent average weights and serve as a guide. Regardless of the estimated net weight arrived at by the use of this list, the actual net weight of the effects shipped or stored will be charged against an employee's authorized weight allowance.
- c. The average cubic feet per piece is furnished as an indication of the size of the article for which the weight is shown. As a general rule, 112 kilograms per cubic meter or seven pounds per cubic foot may be used to estimate the net weight of the articles not listed. The net weight of effects shipped or stored is determined by weighing the effects on scales at the point of origin or destination, if possible. When the effects cannot be weighed before or after shipment, the net weight is determined on the basis of two thirds of the gross weight of the shipment (including gross packing and shipping materials). If the shipment cannot be weighed, net weight is determined on the basis of 96 kilograms per cubic meter or six pounds per cubic foot measurement of the outside dimensions of the effects packed for export. When shipment is made by household goods motor van; and scales are not available at point of origin, at any point en route, or at destination, a constructive weight based on 112 kilograms per cubic meter or seven pounds per cubic foot of properly loaded van space may be used.

**14 FAM 612.3-3 Overweight and Cost-Constructive
HHE/UAB Shipments from Post**

(CT:LOG-1; 05-27-2005)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. All shipments are made by authorized weight allowance for each employee, whether for HHE or UAB. If a shipment is known to be in excess of the allowance, it is not to be forwarded by the originating post until the employee is notified of the excess weight, is informed of the difference to be paid for the cost of shipping, and is told which options may be exercised.

- b. There are two options, listed below. The shipment should be forwarded to the authorized destination, once the employee has exercised either option concerning the excess and has made payment to the post cashier:
 - (1) The employee must pay the post cashier for the cost of shipping the excess weight; or
 - (2) The employee may elect to identify items by inventory number and description for removal and/or placement into HHE or storage shipment. At the employee's expense, shipment can be made to the authorized storage point, unless the employee is being transferred to Washington, DC where storage would not be authorized.
- c. Any costs incurred above the amount left with the post cashier will be applied towards the employee's payment. This would be the case for shipments that are initiated by other than the originating post. The employee is responsible for all costs resulting from excess weight and/or any HHE or UAB shipped on a cost-constructive basis, in accordance with 14 FAM 612.3 from locations other than those authorized in the travel authorization.
- d. Posts should inform and caution transferring employees that when authorized weight allowances are exceeded, the employee will be responsible for all resulting costs if HHE or UAB shipments are made from other than the post of origin. This applies to excess weight and/or HHE or UAB shipped, in accordance with 14 FAM 612.3 on a cost-constructive basis, from locations other than those specified in the travel authorization.
- e. Excess weight cannot be placed into another employee's HHE or UAB shipment to avoid overweight charges.

14 FAM 612.3-4 Loss of or Damage to Effects

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. In instances where the HHE, POV, or UAB of an employee may be lost or damaged in shipment, the post will advise and assist the employee in making proper written notification of the employee's intent to file a claim for the loss, damage, or nonreceipt of the effects. A notice of intent must be submitted to the claims office within 75 days of receipt, or nonreceipt of the effects. In addition, the post will assist the employee in obtaining the necessary documentation, such as bills-of-lading and receiving reports, to accompany the employee's claim. The post's claims assistance officer will provide necessary guidance in accordance with 14 FAM 640 (USAID ADS 518 and ADS 521; for Commerce see DAO 203-

17).

- b. When loss or damage is clearly attributable to faulty or improper packing, the post which initiated the shipment should be notified promptly and be given specific information about errors or inadequacies.
- c. Although employees may obtain some financial relief through the general average provision (see 14 FAM Exhibit 612), recovery from carriers, and the Military Personnel and Civilian Employee's Claims Act of 1964, as amended, it is advisable for them to obtain personal insurance prior to shipment in an amount sufficient to provide maximum recovery for lost or damaged personal property.

14 FAM 613 SHIPMENT AND STORAGE WEIGHT ALLOWANCE

14 FAM 613.1 Shipment and Storage Weight Allowance

(CT:LOG-32; 10-10-2006)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The combined shipment and storage of effects allowance has been established at the statutory limit of 8,156 kilograms or 18,000 pounds, net weight, for each employee, regardless of family status.
- b. The limited shipment allowance is set at 3,265 kilograms or 7,200 pounds net weight, for each employee, regardless of family status, and will be authorized in lieu of full shipment (8,156 kilograms or 18,000 pounds) when post provides adequate furnishings. An employee assigned from one limited shipment post to another limited shipment post may ship up to 7,200 pounds in any combination that does not exceed the 7,200 net pounds from the old post to the new post, from the old post to the authorized storage location, or from the authorized storage location to the new post.
- c. The limited shipment allowance for a chief of mission (COM) is set at 5443 kilograms or 12,000 pounds, net weight. However, this limited shipment of household effects will be reduced to 4989 kilograms or 11,000 pounds net when 454 kilograms or 1,000 pounds of the 12,000 pounds is authorized to be shipped to post via air upon commencement of the assignment only (see 14 FAM 613.3). Upon departure from post, the entire COM 12,000 pound entitlement will be shipped via the normal shipping method.

- d. These weight allowances are not reduced when an employee ships excess luggage, unaccompanied air baggage, and/or a motor vehicle pursuant to 14 FAM 613.3 and 14 FAM 615. However, the weight of automotive replacement spare parts or supplies such as tires, motor oil, windshield wiper fluid, batteries, and any other accessories is chargeable against the total weight allowance (see 14 FAM 612.3-4 regarding loss of effects).
- e. If an employee's household effects weight allowance is reduced through revision of shipping weight allowances while the employee is abroad, the employee's next authorization for shipment of effects will provide for shipment of the difference between the previously authorized and present weight allowance to the authorized storage point as designated in 14 FAM 622. When a U.S. assignment immediately follows an assignment to a limited shipment post, the weight of effects that were authorized to be shipped to that post may be returned to the United States.
- f. If the employee wishes to ship the former higher weight allowance to the next post, prompt application should be made to the appropriate agency's Committee on Exceptions. See 14 FAM 514. Such requests will be reviewed on an expeditious basis.
- g. The weight that may be shipped from the current post to the next foreign assignment is determined by the weight entitlement at the gaining post:
 - (1) If an employee is assigned from a limited to an unlimited post, the weight entitlement is 18,000 pounds to the new post; or
 - (2) If an employee is assigned from an unlimited post to a limited post, the shipping weight entitlement is 7,200 pounds.

The exception to this is when the next assignment is to the United States, in which case, the weight entitlement is always determined by the weight entitlement at the current post.

14 FAM 613.2 Change in Family Status

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

When a change in family status occurs which would authorize the shipment of household effects, the effects may be shipped either from employee's former post or the United States to employee's current post of assignment.

14 FAM 613.3 Unaccompanied Air Baggage (UAB)

14 FAM 613.3-1 Unaccompanied Air Baggage (UAB) Authorization and Weight Allowance

(CT:LOG-32; 10-10-2006)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

- a. An unaccompanied air baggage weight allowance for employees and their eligible family members authorized to travel is granted according to the following schedule unless otherwise prohibited by regulations:

Gross Weight Kilograms Pounds

First person traveling	113	250
Second person traveling	91	200
Third person traveling	68	150
Fourth or more persons traveling	45	100
Chiefs of mission (to posts only)	454	1,000

- b. The unaccompanied baggage weight allowance is in addition to the household effects weight allowance shown in 14 FAM 613. Unaccompanied baggage may be shipped as airfreight by the most direct route between authorized points of origin and destination, regardless of the modes of travel used (see 14 FAM Exhibit 613.3 and 14 FAM Exhibit 612.3).
- c. Unaccompanied baggage is considered to be personal belongings needed by the traveler upon arrival at his or her destination. Therefore, the transportation of unaccompanied baggage must be initiated promptly, preferably in advance of the traveler's departure. Shipment of UAB must be initiated within 30 days of the last traveler's arrival at the final destination. Unaccompanied baggage shipped from the losing post is limited to the traveler's unaccompanied baggage weight authorization. Unaccompanied baggage shipped to the gaining post is limited to the traveler's unaccompanied baggage weight authorization.
- d. Chiefs of mission may be authorized an additional 454 kgs or 1,000 lbs. of unaccompanied airfreight for those representational items needed immediately upon arrival. This weight allowance is not authorized upon resignation or return to the United States. The household effects limited shipment will be reduced from 5,443 kgs or 12,000 lbs. net to 4,990 kgs or 11,000 lbs. net.
- e. Unaccompanied baggage is not authorized for TDY travel unless specifically authorized in the travel authorization or when such TDY travel is in conjunction with travel on direct transfer, home leave, or home leave and transfer, in which case unaccompanied baggage may be shipped between points specified in such authorization.

- f. This weight allowance is not applicable for a newborn child when an employee is granted a layette weight allowance in accordance with 14 FAM 565.3. In such cases, the normal increase in the unaccompanied baggage allowance will be effective when the next travel authorization is used authorizing travel of the family.
- g. Unaccompanied air baggage is authorized for travel against the separate maintenance allowance (SMA) travel authorization.
- h. Packed items of air freight may not exceed the following standard measurements and weights: 4.24 cubic meters or 15 cubic feet; 1.524 meters or 60 linear inches; or 90.90 kilograms or 200 pounds per carton.
- i. For shipment of UAB on a cost-constructive basis, see 14 FAM 612.3, paragraph c, and 14 FAM Exhibit 613.3).

14 FAM 613.3-2 Recommended Unaccompanied Air Baggage (UAB)

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. For the unaccompanied air baggage (UAB) shipment, the employee should consider only those items that will be required immediately upon arrival, such as clothing, toiletries, pots, pans, unbreakable dishes, sheets, blankets, and essential light housekeeping articles. Airfreight is not meant to include large household items such as furniture, room-sized rugs, TV sets, major appliances, or any item that does not fit easily into the cargo hold of an airplane. Fragile items, which may be damaged by rough loading and unloading, should not be sent by airfreight.
- b. UAB shipments are measured by gross weight. Gross weight is the net weight of the shipment plus any outside containers and bracing required by the packers or airlines. It is recommended that 5-10 pounds per box in the UAB be allowed for this purpose. If the weight limit is exceeded, the employee must resolve the overweight problem or pay for the excess before the shipment will be moved.
- c. If the employee does not use the entire airfreight allowance, the unused weight allowance may be added to the household effects (HHE) shipment.

14 FAM 613.4 Unused Authorization of Unaccompanied Baggage

(CT:LOG-6; 08-25-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

The weight allowances in 14 FAM 613 are increased automatically by the amount of any unused weight authorization for unaccompanied baggage (see 14 FAM 613.3).

14 FAM 613.5 Shipment of a Layette

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. A separate and distinct air freight weight allowance for the shipment of a layette may be authorized in an amount not to exceed 113 kgs or 250 lbs. gross weight for a newborn infant or adopted child less than five years of age who is an eligible family member of an employee assigned to a post (and who has arrived at the post) where suitable layettes are unavailable locally and must be obtained in the United States or elsewhere.
- b. A layette for the purposes of this weight allowance must be considered to consist of clothing, blankets, and other items of equipment and furnishings directly related to the care and feeding of a child (for example, crib, baby chair, playpen, car seat, etc.). Foodstuffs with the exception of milk, formula, and commercial baby food may not be shipped under this allowance.
- c. An air shipment may commence 120 days before the expected birth, but no later than 60 days after the birth of a child. For an adopted child, an air shipment should commence no later than 60 days after the adoption. The time limitations specified in 14 FAM 574.2 are not applicable to this allowance. On subsequent travel involving authorization for transportation of air freight, the family and new child will receive weight allowances as set forth in 14 FAM 565.2.
- d. Travel authorizations for State Department personnel may be amended to include authorization for the layette shipment. The request for amendment should be cabled to the attention of HR/CDA/ASD certifying that the post has determined suitable layettes are not available locally (see 14 FAM 523.2-1, subparagraph f(2)(e)).
- e. Layette shipments for Commerce should be sent to USFCS/OIO/OFSP.
- f. Layette shipments for BBG should be sent by the traveler to his or her Washington, DC headquarters office.

14 FAM 613.6 Alcoholic Beverages

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

Alcoholic beverages within the free entry import limitations prescribed by the Treasury Department must accompany the traveler and may not be shipped as unaccompanied baggage (see also 14 FAM 618.3).

14 FAM 613.7 Shipping Consumables

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. When the Office of Allowances (A/OPR/ALS) designates a post as one at which conditions make it difficult to obtain locally the consumables required by employees and their eligible family members, an authorizing officer shall authorize a separate weight allowance for the shipment of consumables, in addition to the HHE weight allowance. Posts with consumable shipments authorized are listed in 14 FAM Exhibit 613.7.
- b. The weight allowance for shipment of consumables has been established at 1,134 kilograms or 2,500 net pounds for a two-year tour and 1,701 kilograms or 3,750 net pounds for a three-year tour for each employee, regardless of family status.
- c. The employee will have one of the following consumable weight allowances on the initial orders and time limitations:
 - (1) Weight allowance for a two-year tour will be 1,134 kilograms or 2,500 net pounds and there will be a one-year time limitation from the date of arrival at post within which to initiate shipment against this weight allowance;
 - (2) Weight allowance for a three-year tour will be 1,701 kilograms or 3,750 net pounds with a two-year time limitation from the date of arrival at post within which to initiate shipment against this allowance; or
 - (3) The above one- and two-year time limitations may be extended with full justification. Request for extension and amendment to the assignment orders must be approved by the appropriate authorizing official in advance of any shipment.
- d. Perishable or frozen foods may not be contained in a consumables shipment.
- e. An additional weight allowance shall be provided under the following conditions:
 - (1) With each six-month extension an employee will be authorized an additional shipment of 284 kilograms or 625 net pounds. Shipment is to be initiated within 30 days of the beginning of the extension

(the request for an extension will also serve as the request that the original travel orders be amended to increase original weight allowance);

- (2) With a one-year extension each employee will be authorized an additional 568 kilograms or 1,250 net pounds. Shipment is to be initiated within 60 days of the beginning of the extension; and
- (3) A second two- or three-year tour at post will entitle the employees to a full second consumables weight allowance. Shipment is to be initiated within one or two years respectively, of the beginning of the new tour of duty.

14 FAM 613.7-1 Criteria for Consumables

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The intent of the consumables weight allowance is to recognize the extreme conditions at specific posts and to provide employees with adequate consumables.
- b. In order for a post to be designated as a "consumables post," a post must have limited availability of consumables with items being extremely difficult to obtain locally; cannot be obtained from the closest source of supply such as a neighboring country; locally available goods are of substandard quality; host-government importation policies severely restrict or prohibit import of consumables; or there is no means of establishing group orders or the size of the mission is too small to support a commissary or group order; e.g., goods cannot be shipped in sufficient quantity to meet minimum shipping requirements.
- c. While cost is not a criterion because it is covered by cost-of-living allowances, the Office of Allowances (A/OPR/ALS) review and decision will be based on the most recent Retail Price Schedule, Part 1 through Part 8 (Forms DS-2020, DS-2021, DS-2022, DS-2023, DS-2024, DS-2025, DS-2026, and DS-2027, respectively), which posts submit to A/OPR/ALS, as well as post justification for a consumables weight allowance. Submissions must indicate consultation with all agencies at post.

14 FAM 613.7-2 Justification

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. All consumables weight allowance posts are required to submit a new justification every two years. Justification renewals are to be forwarded

to the Office of Allowances, A/OPR/ALS, not later than September 30 of the reporting year.

- b. A post may submit a new justification for review at any time that conditions at the post change.
- c. An employee assigned to a consumables post is not affected if the post is deleted from the list of designated posts (see 14 FAM Exhibit 613.7). When a post is added to that list, all employees with more than one year remaining in the tour of duty will qualify for a consumables weight allowance.

14 FAM 613.8 UAB/HHE under a Separate Maintenance Authorization (SMA)

(CT:LOG-11; 10-21-2005)

*(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

- a. Transportation of household effects/unaccompanied air baggage (HHE/UAB) is authorized when family members are eligible to receive a Separate Maintenance Authorization (SMA) grant under the Standardized Regulations (SR), Section 260, subject to the rules below.
- b. U.S. origin point HHE/UAB: Upon the approval of an employee's initial election of SMA when transferring from the United States to a foreign post of assignment, HHE/UAB may only be shipped if the authorized SMA location is different from the employee's point of origin (see 14 FAM 522.1-2). Shipping weight to the SMA point combined with the weight of employee's shipment to a new assignment and the amount in storage may not exceed the combined, authorized shipping and storage allowance(s) permitted in the employee's travel authorization.
- c. HHE/UAB transfers between foreign locations. Upon approval of the initial election of SMA when an employee is transferring between foreign posts, HHE/UAB may be shipped from the losing post to the authorized SMA location in the United States. If the initial election is for the family members to travel to the new post from an authorized SMA location, HHE/UAB may be shipped from the location in the United States to the gaining post. The total shipping weights must not exceed the employee's authorized HHE/UAB weight allowance. When an alternate SMA location is selected in a foreign location for family member(s) the employee is responsible for paying any excess transportation of HHE/UAB charges on a cost-constructive basis from the authorized SMA point. When the SMA grant of the family member(s) terminates in a foreign country due to an employee's subsequent foreign assignment, the employee will be responsible for paying any additional costs to the onward location.

- d. HHE during tour of duty at post:
 - (1) When SMA is approved during a tour of duty at a foreign post, HHE may be shipped from post to the authorized SMA location. Weight of effects shipped to the SMA location and at the end of the tour may not exceed the employee's shipment allowance for that post of assignment; and
 - (2) When the SMA grant terminates during a tour of duty at a foreign post, HHE may be shipped from the authorized SMA location in the United States to post up to the employee's remaining shipment allowance.
- e. If the employee elects SMA at the time of transfer to a limited shipment (furnished quarters) post from a full shipment (unfurnished quarters) post, shipment of HHE to the authorized SMA point is not restricted to the limited shipment allowance. All shipments combined, including any amounts in continuing storage, must not exceed the limits established in 14 FAM 613.1. Employees' liabilities are established in 14 FAM 612.3.

14 FAM 614 PROCESSING SHIPMENTS OF HOUSEHOLD AND PERSONAL EFFECTS

14 FAM 614.1 Through Shipments

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

Whenever money can be saved by doing so, ship effects on a through bill of lading rather than to an intermediate point for transshipment.

14 FAM 614.2 Shipments of Effects from United States

14 FAM 614.2-1 Surface Shipments

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. U.S. Despatch Agencies will forward HHE to be shipped by surface from the United States, by other than residence-to-residence movements, to Foreign Service posts. Transportation offices of the State Department and USAID issue transportation service requests (TSRs) or packing authorizations. These TSRs allow packers in the United States (contract

and noncontract) to pack and pick up HHE shipments from the employee's residence or vendors, and load the HHE into wooden lift vans that meet Department specifications. These lift vans become the property of the U.S. Government. Transportation offices are responsible to ensure that export HHE shipments are made available in a timely manner, and that the appropriate U.S. Despatch Agent is utilized for moving the shipment to post. The various agency transportation offices monitor and control the shipment until it is in the hands of the Despatch Agency. The U.S. Despatch Agency receives and books the HHE shipment on a vessel.

- b. Until the shipment is loaded aboard and sails, the U.S. Despatch Agent is not to be contacted for status reports of HHE shipments. Instead, the post or mission abroad should request status reports from the appropriate agency transportation office, unless the Department has been authorized on behalf of an agency to issue a TSR or packing authorization.
- c. When status is required for the shipment of a privately owned vehicle (POV), posts and missions abroad should inquire directly of the U.S. Despatch Agency to which the employee submitted the automobile shipping form.

14 FAM 614.2-2 Outside Washington, DC Area

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

For employee shipments originating in localities more than 50 miles from Washington, DC, the Department will select a firm to export-pack, store, and provide related services in their local area.

14 FAM 614.2-3 In Washington, DC Area

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The employee should notify the Department or respective Agency each time service is required in connection with the transportation or storage of personal or household effects located in the Washington, DC area. This includes effects or purchases made subsequent to the initial shipment (see 14 FAM 611.6 on supplemental shipments). Employees should not make arrangements with commercial firms for performance of services in connection with such effects until they have obtained instructions from their agency's transportation office:

- (1) **Departments of State and Commerce:** Travel and

- Transportation Management Division (A/LM/OPS/TTM); and
- (2) **USAID:** Travel and Transportation Management Division (M/SER/MO/TTM).

- b. When the Department has contracts or price arrangements with designated packers, forwarders, carriers, or other firms, payment for authorized services performed by those firms is an allowable expense. If other firms are used at the request of employees and pre-approved by the Chief, A/LM/OPS/TTM, they are responsible for all excess costs involved, and must make personal arrangements with the firm or firms selected (14 FAM 618.2). Allowable expenses are limited to actual expenses incurred, not exceeding the amount that the U.S. Government would have paid under its contract or other price arrangements. When two or more firms have been approved to perform a particular service, reimbursable expenses are limited to the average price of the approved firms.

14 FAM 614.2-4 Authorization to Pack and Ship

(CT:LOG-11; 10-21-2005)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

The Department or the Agency will issue the necessary documents to the firm or firms that will perform the required services. Letters of authorization will not be issued to cover preparation for export shipment of newly purchased items that include a markup to cover export packing. Employees shall personally pay these charges and submit a reimbursement voucher supported by receipted invoices.

14 FAM 614.2-5 Unaccompanied Air Baggage Shipments

(CT:LOG-11; 10-21-2005)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

UAB shipments from the United States are controlled by the transportation office of the employee's agency or State (A/LM/OPS/TD). If State prepares the documentation for an employee of another agency, a "Telegraphic Notification of Shipment En Route" (14 FAM Exhibit 614.4-3) is forwarded by State or the agency's transportation office, to the employee's post of assignment, citing the air waybill number, weight and cube, number of pieces, and UAB airline shipping date (based on information from the packer). If the UAB does not arrive within a time frame determined normal, the GSO at post can initiate tracer action. Requests for status or tracer action should be sent to the transportation office of the employee's agency and not the U.S. Despatch Agency.

14 FAM 614.3 Shipments to Post Handled by European Logistical Support Office (ELSO)

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Shipments originating at one of the U.S. Despatch Agencies and bound for ELSO-serviced posts utilize U.S.-flag steamship companies that normally discharge at the Ports of Rotterdam and Bremerhaven. The U.S.-flag steamship companies then deliver the cargo and containers by truck to their terminals located in Antwerp and Bremen at which point ELSO takes receipt of the shipments. The U.S. Despatch Agent provides ELSO and the destination post with advance shipping information in the form of the "Telegraphic Notification Of Shipment En Route" telegram, packing lists, and shipping documentation. The average transit time between the U.S. East coast until ELSO actually receives the shipment at its facilities ranges between 17 to 20 days.
- b. Once a shipment is in its possession, ELSO arranges for the onward movement of the shipment to the consignee. ELSO inspects arriving shipments against the shipping documents to ensure the total number of pieces shipped have actually arrived. When necessary, ELSO repairs and/or repacks shipments. If applicable, claims are filed with the parties responsible for damages. As soon as shipments are booked, ELSO advises the destination post by a "Telegraphic Notification Of Shipment En Route" telegram with shipping details. Posts should immediately notify ELSO of a shipment's arrival or nonarrival to allow ELSO to begin tracing action on missing shipments, make payment of shipping charges, and update and close ELSO shipping files.
- c. Destination posts should take into consideration unavoidable delays, (i.e., delayed arrival of carrier, bad weather, inaccessible road transportation, customs problems, etc.), before requesting the status of household and personal effects shipments transiting ELSO. Posts should allow at least 20 days from the actual departure date of the shipment from the United States before asking ELSO about transshipment information.

NOTE: When requesting information for any shipment, posts should refer to either the U.S. Despatch Agent or ELSO shipment number, if known.

14 FAM 614.4 Surface Shipments between Posts

14 FAM 614.4-1 Obtaining Information

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

When preparing a surface shipment between posts, the losing post, before initiating shipment, should get specific instructions from the gaining post regarding the following factors:

- (1) Limitations of size and weight of shipping containers;
- (2) Port of discharge (if destination post is not a port of call);
- (3) Marking instruction to be placed on containers;
- (4) Suggested routing;
- (5) Consignee to be designated on ocean bill of lading; and
- (6) Import restrictions, if any, on certain commodities; e.g., alcoholic beverages, firearms, automobiles.

14 FAM 614.4-2 Arranging for Shipment

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

When arranging for packing effects, the post should make every effort to protect the employee and the U.S. Government from excess charges by taking the following actions:

- (1) Obtain economical and efficient packing services;
- (2) Assist the employee in obtaining an accurate estimate of the net weight of employee's effects;
- (3) Ascertain that the effects are properly packed in suitable containers of the minimum size, weight, and cubic measurements necessary to ensure their safe arrival at destination; and
- (4) Determine that the shipment is correctly marked, routed, and forwarded without delay.

14 FAM 614.4-3 Telegraphic Notification of Shipment En Route

(CT:LOG-32; 10-10-2006)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. When an employee's effects and/or privately owned vehicle (POV) are consigned to a U.S. Despatch Agent or to a post, the officer arranging the shipment must immediately prepare a "Telegraphic Notification of Shipment En Route" (14 FAM Exhibit 614.4-3). A copy of the telegraphic notification should be sent to the gaining post with the following:

- (1) The original bill of lading;
 - (2) Packing list;
 - (3) Any keys needed for customs inspection;
 - (4) Consular invoices when required by foreign authorities; and
 - (5) Any other documents necessary for clearance and forwarding of the shipment.
- b. When effects are consigned to a U.S. Despatch Agent for onward shipment to another post, or they transit ELSO, a copy of the "Telegraphic Notification of Shipment En Route" should be sent by the losing post to the receiving post with an information copy to ELSO or the U.S. Despatch Agency and to the employee's agency transportation office.
- c. For shipment forwarding, the "Telegraphic Notification of Shipment En Route" should be included with the packing list and bill of lading for forwarding to the destination post. Receipt of these documents will provide advance notice so that the employee and the post can anticipate the arrival of the shipment and be prepared to handle it without delay.

14 FAM 614.5 Arranging for Export Packing and Transportation Services

14 FAM 614.5-1 Shipment Originating Abroad

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The appropriate administrative personnel of each establishment are responsible for the packing, crating, and shipment of personal and household effects, and for their transportation to storage or to other destinations from posts abroad. When sufficient U.S. Government personnel are not available to perform these services, the services may be obtained by:
- (1) The use of small purchase and other simplified purchase procedures under the authority of Federal Acquisition Regulation (FAR) Part 13;
 - (2) Sealed bidding under the authority of FAR Part 14; or
 - (3) By negotiation under the authority of FAR Part 15.
- b. Posts should establish reasonable service standards for the proper protection of effects to ensure high quality service. Excellent guides for the packing and protection of various articles used in the household are detailed in the Defense Supply Agency's publication "Military Standard

Preparation of Household Goods for Shipment and Storage and Related Services" (MIL-STD-212, as amended). This publication has been sent to all posts and should be available for guidance. Except for the substitution of materials not available locally, the packing methods outlined in the publication should be used by the posts in developing their packing specifications.

14 FAM 614.5-2 Establishing Requirements

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The arrangements made for packing and shipping household effects would be influenced by the size of the post, the type of quarters provided, and the presence of other foreign affairs agencies' programs, which increase the number of persons the post assumes responsibility for servicing.
- b. Posts should estimate their packing, crating, and shipping requirements based upon anticipated normal transfer of personnel that will occur during a 12-month period. If the estimated volume of services is expected to exceed \$25,000 each year, give consideration to the establishment of an indefinite delivery contract in accordance with FAR (Federal Acquisition Regulation) 16.503 or 16.504. If the estimated volume of services is expected to be \$25,000 or less each year, it may be more appropriate to obtain the services (case-by-case) in accordance with one of the small purchase or other simplified purchase procedures set forth in FAR Part 13.

14 FAM 614.5-3 Competitive Solicitations for Packing, Crating, and Shipping Services

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. **Solicitation for services:** Competitive solicitations shall be used to the maximum extent practicable consistent with the requirements of FAR 13.106(b) for small purchases, and FAR Subpart 6.1 for procurements estimated to exceed \$25,000. Once a post establishes its requirements, it must develop specifications that promote full and open competition, and must prepare a solicitation document that sets forth the responsibilities of the bidders or offerers as well as the resultant contractor. FAR Subparts 13.107, 14.201, and 15.406 provide guidance for the preparation of solicitations.
- b. **Ownership of containers:** In the pack-and-crate method, the shipping

container and the packing materials furnished by the contractor become the property of the U.S. Government. The destination post takes title and control over the shipping containers, cartons, and packing materials after the shipment is delivered and unpacked. All posts should try to salvage incoming containers received in good condition. The vans originating from Washington, DC, are well-made and designed with removable doors to facilitate their reuse, allowing posts to obtain an appropriate reduction in packing charges by furnishing vans to their contractors. Shipping containers and packing materials used for shipment of effects by the through bill-of-lading method will remain the property of the carrier or its agent.

14 FAM 614.5-4 Determining Cost of Shipping Household Effects by Pack-and-Crate Method

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Pack-and-crate method means that the U.S. Government arranges for the export packing, local transportation, ocean shipment, and other services necessary to deliver effects to the employee's residence at destination.
- b. Comparison of a quoted rate and the actual total cost for pack-and-crate shipments to a point will determine which is most advantageous to the U.S. Government. A post must know how to compute the costs of various segments of a movement to determine charges. Posts must consider the following separate service charges when using the pack-and-crate method:
 - (1) Packing and preparing effects for shipment;
 - (2) Inland freight to loading port;
 - (3) Pier handling charges;
 - (4) Ocean transportation charges to destination port;
 - (5) Charges from discharge post to inland destination; and
 - (6) Delivery and unpacking at residence.
- c. To properly evaluate costs, the receiving post should obtain current destination charges at Washington, DC or other posts to which through bill-of-lading rates are being considered.
- d. The 14 FAM Exhibit 614.5 illustrates the method a post should employ in computing its pack-and-crate costs. The basic information on packing factors and tare ratios should be developed from the post's own records, using the exhibit as a step-by-step instruction. The origin and transportation costs can be easily and accurately determined for

comparison with rate quotations of through bill-of-lading carriers.

14 FAM 614.5-5 Through Bill-of-Lading Services

14 FAM 614.5-5(A) Nature of Service

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. A through bill-of-lading (or residence-to-residence) service is a tender for door-to-door service. An international through U.S. Government bill of lading (ITGBL) is an U.S. Government tender for international door-to-door service. This service is available between many posts and the United States, and vice versa. It provides all necessary labor and materials required for a complete moving service from residence at origin to residence at destination under the control and responsibility of a single transportation service provider. It entails only one bill-of-lading or shipping document and the processing of a single voucher.
- b. The charges for this type of shipment are based upon a single factor rate per 100 pounds net weight, subject to a minimum charge for 1000 pounds. The rates stipulated include the following services:
 - (1) Conducting a pre-move survey;
 - (2) Packing at residence, using new lift vans and packing materials;
 - (3) Stowing effects into shipping containers;
 - (4) Transportation of shipment to port of embarkation;
 - (5) Port clearance, loading, and ocean transportation;
 - (6) Unloading and customs clearance arrangements at port of debarkation;
 - (7) Storage in transit or temporary storage;
 - (8) Hauling to residence at destination; and
 - (9) Unpacking of effects and placement in residence.

14 FAM 614.5-5(B) Limitations of Service

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. There are places where the international through U.S. Government bill of lading (ITGBL) shipment method cannot be used due to post's unique requirement(s).

- b. Through bill-of-lading service should be limited to household effects (HHE). The shipment of unaccompanied air baggage (UAB) under the through bill of lading should be limited to cases where the UAB is scheduled to be shipped on the same day as HHE so that the 1,000 pound minimum is met. Don't ship vehicles by this method unless you have done a detailed cost analysis and can ensure that the shipment is cost effective.
- c. The ITGBL method should not be used when HHE shipments weigh less than 1,000 pounds or when shipping effects to a permanent storage facility, or as a warehouse-to-door service. Only in cases where door-to-door service can be provided, should this method be used.

14 FAM 614.5-5(C) Advantages of Through Bill of Lading

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. **Claims** can cover more. Claims are filed with the forwarder and not with the Department. This allows full replacement for loss or damage up to the maximum liability of \$8 times the net weight of the shipment and to the blue book value of privately owned vehicles (POVs). Department of State employee international through U.S. Government bill-of-lading (ITGBL) claims are settled within 30 days from date of filing with the freight forwarder.
- b. **Documents** are issued by the geographic support coordinators (see paragraph f of this section). No issuing of U.S. Government bills of lading (GBLs) at post.
- c. **Lower cost** is generally achieved with the through bill of lading for household effects (HHE), and is generally the best value compared to cost of the direct procurement method. This does not mean that it is always the best or most economic method of transporting a particular shipment. The ITGBL geographic support coordinators must carefully compare rates offered under the direct-procurement method of shipment.
- d. **Overseas agents** are solicited annually by the Transportation and Travel Management Division of the Office of Logistics Management (A/LM/OPS/TTM). TTM will ask participating posts for a list of local agent(s) of choice. All through bill-of-lading forwarders submit tender offers based on using the post's list of selected agents. Forwarders may not deviate from using a post's choice(s) of local agents.
- e. **Web site** tracking of shipments is available. Individual passwords are given to Department of State employees to access the shipper's shipment tracking web site.

- f. **Notices** to post are issued by both the shipper and the Department. The freight forwarder notifies post via email; Transportation notifies post via cable.
- g. **Payments** to local firms are handled by the forwarder, reducing paperwork at post.

Additional benefits and information on using the through bill-of-lading program may be found on the TTM Web site.

14 FAM 614.5-5(D) Participating in the Through Bill-of-Lading Program

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Only those posts wanting to participate in this voluntary program will be enrolled. If a post wishes to enroll in the through bill-of-lading program, please contact A/LM/OPS/TTM/TM via cable, by email to TransportationQuery@state.gov, or by fax at 202-647-5396 attn: ITGBL Coordinator. Post should identify several reputable local agents to service these shipments and provide the name, address, phone number, email address and a point of contact for each. Local destination agents selected by post need not be under contract to be used under ITGBL program.
- b. If, at any time, post determines that it is advantageous to ship via the direct procurement method, it may withdraw from the through bill-of-lading program.

14 FAM 614.5-5(E) Mechanics of the Through Bill-of-Lading Program

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Once enrolled, posts contact a through bill-of-lading geographic coordinator listed in 14 FAM 614.5-5(F) to request a booking.
- b. For packouts from post to the United States, provide the following information to the geographic coordinator:
 - Employee name and social security number
 - Date of packout
 - What is being packed out
 - Address where packout is taking place

Destination including phone number and commercial email address

Travel order with funding information

c. The program geographic coordinator will:

Book shipment with forwarder

Provide post with shipping details

Provide origin agent's name

Provide destination agent's name

Provide in-transit agent's name

Enter information into A/LM automated transportation system

Produce GBL

Track shipment

Audit GBL

d. For packouts from the United States to post, the forwarder's selection is fully automated based on best rates and performance. The employee's transportation counselor issues the U.S. Government bill of lading (GBL) and performs the same functions as the geographic coordinator in paragraph c of this section.

14 FAM 614.5-5(F) Through Bill-of-Lading Geographic Support

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

For assistance with any questions concerning the international through U.S. Government bill-of-lading (ITGBL) program, please contact the geographic coordinator supporting your geographic region. Consult the table below.

Geographic Support Coordinators		
Supporting AF, EUR, NEA and SA Posts		
Office	Phone	Email
European Logistical Support Office (ELSO)	32-3-540-2011	ELSOMailbox@state.gov <mailto:ELSOMailbox@state.gov>
Fax	32-3-540-2040	
Supporting EAP Posts		

Office	Phone	Email
Despatch Agency, Seattle	(206) 764-3805	Despatch_Agency_Seattle@state.gov <mailto:Seattle@state.gov>
Fax	(206) 764-6606	
Supporting WHA Posts		
Office	Phone	Email
Despatch Agency, Miami	(305) 640-4574	Despatch_Agency_Miami@state.gov <mailto:Miami@state.gov>
Fax	(305) 715-3502	
Supporting Mexico Posts		
Office	Phone	Email
U.S. Logistics Center, Brownsville	(956) 982-3916	uslogisticscenter@awesomenet.net <mailto:uslogisticscenter@awesomenet.net>
Fax	(956) 982-6832	

All Other ITGBL Questions to Transportation Management Branch, Harry S Truman Building		
Office	Phone	Email
ITGBL Coordinators	(202) 647-4901	TransportationQuery@state.gov TransportationQuery@state.gov
Fax	(202) 647-5396	

14 FAM 614.5-6 Inspect Packing at Post

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The general services officer (GSO) should arrange to inspect the packing performance of all firms used by the post, whether the through bill-of-lading service or the pack-and-crate method is used. The GSO should examine all work to be certain that it is performed in accordance with the standards prescribed by the post. The GSO should pay particular attention to the following:
 - (1) **Packing:** Check to be sure that good quality packing materials and protection are used in the packing of the effects;
 - (2) **Inventory:** Ensure that a complete and proper inventory is

prepared, which specifies the shipped articles and their condition;

- (3) **Shipping container:** Determine that the shipping container is well made, properly lined with a waterproof barrier, and sturdy enough to provide adequate protection to the shipment. Do not use a container too large for the effects; and
 - (4) **Loading:** Be certain that effects are properly stowed and distributed within the container.
- b. All space between cartons and pieces in the shipment should be filled by the insertion of cushioning material or dunnage to keep the load tight and to prevent it from shifting within the container. Heavy items should be placed on or near the floor of the lift van, not placed on top of lightweight and/or easily crushed items.

14 FAM 614.6 Shipping Effects to United States

14 FAM 614.6-1 Surface Shipments Other than Residence-to-Residence Movements

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The U.S. Despatch Agent must arrange for clearance through U.S. Customs for HHE shipments. Clearance will only be made for those shipments which conform to regulations. After clearance processes are completed, shipments will be forwarded to an approved inbound contractor for Washington, DC or a firm selected by the transportation office of the employee's agency. It is the employee's responsibility to contact his or her agency's transportation office to determine the name, address, and phone number of the packing firm receiving the inbound HHE shipment, and to contact the firm for arranging a date and time to deliver and unpack the HHE shipment.
- b. The GSO at the originating post should ensure that the following actions are taken:
 - (1) The consignee shown on the ocean bills-of-lading should be the appropriate U.S. Despatch Agent as determined from the consignment markings, examples of which are given in [14 FAM Exhibit 614.6-1](#);
 - (2) At Canadian posts, the GSO will have the HHE shipments export packed in wooden lift vans and shipped utilizing van line carriers. The shipments will then be sent to the Department's inbound contractor if designated for permanent storage, or packed and

shipped as a residence-to-residence van line move to the employee's metropolitan Washington, DC address (if known and available for occupancy upon arrival), or for temporary storage if the address is unknown or is unavailable for occupancy upon arrival. Posts in Mexico will have HHE shipments export packed in wooden lift vans and sent by motor freight via the consulates at Nuevo Laredo or Tijuana to the Department's inbound contractor for either permanent or temporary storage;

- (3) Shipping containers should be stenciled or otherwise legibly marked:

U.S. Despatch Agent (include city, State, and zip code)
For Forwarding to: John Jones (Agency)
c/o Department's Inbound Contractor
Washington, DC

Via: Baltimore (or other U.S. Despatch Agent as appropriate)

PS or **TS** (permanent or temporary storage awaiting delivery/unpacking);

- (4) When the HHE shipment originates at a Mexican post, the U.S. border gateway (i.e., Laredo or San Diego) should be placed in the remarks following "Via:";
- (5) If the ultimate destination is a U.S. port of call, the HHE shipment should be routed to that U.S. port of call if service exists. If the destination is other than the metropolitan Washington, DC area, and is not a port of call, the HHE should be routed for discharge to the U.S. port closest to the inland destination. The shipping containers (wooden lift vans) should be stenciled or otherwise legibly marked with the name and address of the consignee and the port of discharge as follows:

U.S. Despatch Agent (include appropriate city, State, and zip code)
For Forwarding To:
John Jones (Agency)
123 Main Street
Waco, Texas Via: Houston

TS (for temporary storage awaiting delivery/unpacking);

- (6) If the ultimate destination is the West Coast of the United States, the Department maintains packing firms under contract in Seattle to which all HHE shipments should be consigned. Shipping containers (wooden lift vans) should be stenciled or otherwise legibly marked with the name of the employee in care of the unpacking contractor as follows:

U.S. Despatch Agent (include city, State, and zip code)

For Forwarding To:
John Jones (Agency)
c/o U.S. DESPATCH AGENCY
SEATTLE, WASHINGTON

PS or **TS** (permanent or temporary storage awaiting delivery/unpacking).

14 FAM 614.6-2 U.S. Customs Documentation

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. When HHE shipments are destined for the United States by a through bill-of-lading carrier, the employee must in all cases complete a U.S. Customs Form 3299, Declaration for Free Entry of Unaccompanied Articles. The GSO will give the completed form to the local agent of the through bill-of-lading carrier for transmission to the carrier's customs broker at the U.S. port of entry. Completion of this form is essential to avoid delays when the shipment arrives in the United States ([14 FAM 614.5-5](#)).
- b. When shipments destined for the United States are made by the pack-and-crate method, a Customs Form 3299 is not necessary as the shipments are consigned directly to the U.S. Despatch Agent for clearance.

14 FAM 614.6-3 Within 50-Mile Radius of Washington, DC

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Direct payment for cost of local cartage, delivery, and unpacking on behalf of employees will be made by the Department or Agency for employees who are assigned to the Washington, DC, area, who plan to reside and who have shipments terminating within a 50-mile radius of Washington, DC. This procedure, however, is not applicable to effects held in the Washington, DC area in loose storage, nor does it affect incoming motor van movements.
- b. Authorizing services: The Department or agency will issue an order to the contractor allowing for performance of in-transit storage, local cartage, and unpacking services. At the time of delivery to residence, the contractor will unpack and place all effects in the employee's residence as directed by the owner or the owner's representative. Packing materials and shipping containers, except metal or special type vans that are the property of another firm, become the property of the contractor.

- c. Employees who have any doubt whether or not the destination of their HHE shipment lies within a 50-mile radius of Washington, DC should contact the Department's Travel and Transportation Management Division ([A/LM/OPS/TTM](#)).

14 FAM 614.6-4 Beyond 50-Mile Radius of Washington, DC

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

The U.S. Despatch Agency responsible for clearing HHE shipments terminating in the United States (see definition in [14 FAM](#) 511.3) beyond a 50-mile radius of Washington, DC (in conjunction with the employee's agency's transportation office) will select an appropriate local moving firm near the employee's ultimate destination. The firm will receive the HHE shipment from the motor freight carrier bringing it from the U.S. port of entry and will be temporarily held until the employee calls to arrange for a delivery date and time. The Department or agency will make direct payments to the local moving firm for delivery, unpacking, and removal of all debris for items that the firm unpacked.

14 FAM 614.6-5 Unaccompanied Air Baggage (UAB) Shipments of Personal Effects

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Shipments of unaccompanied air baggage (UAB) destined for the Washington, DC metropolitan area on direct flights to Washington's Dulles International Airport only, are to be marked, consigned, and prepaid directly to the Department's Travel and Transportation Management Division ([A/LM/OPS/TTM](#)). Air shipments of UAB destined for areas of the United States other than the Washington, DC metropolitan area should be marked, consigned, and prepaid to the appropriate U.S. Despatch Agent based on the U.S. gateway designated in [14 FAM](#) Exhibit 614.6-5.

NOTE: The air shipment is to terminate at the U.S. gateway designated in [14 FAM](#) Exhibit 614.6-5. The U.S. Despatch Agent will arrange for customs clearance and issue a new GBL to forward the air freight to the ultimate destination. The employee's name (and agency), destination address, telephone number, and appropriate fiscal data must be typed in the "Nature and Quality of Goods" section of the air waybill. A complete and legible inventory of the UAB or HHE shipment must accompany the shipment in a waterproof pouch on the number one piece or box. The inventory must be in English, or have an accurate translation attached.

- b. The U. S. air gateway (i.e., point at which the shipment enters the United States) should be determined in advance and one of the following instructions should be endorsed on the air waybill:
- (1) Either on arrival at Washington, DC (Washington Dulles International Airport only), notify the Travel and Transportation Management Division ([A/LM/OPS/TTM](#)), Department of State, Washington, DC 20520, to arrange for customs clearance;
 - (2) Or on arrival, notify the U.S. Despatch Agent (place address and telephone number of appropriate U.S. Despatch Agent here from list found in [14 FAM](#) Exhibit 614.6-5) to arrange customs clearance.

EXCEPTION: If there are nonstop (i.e., direct) flights from employee's area to one of the approved U.S. gateways other than the one listed for employee's area and this U.S. gateway is closer to the employee's ultimate destination, the GSO should route the air shipment to the alternate U.S. gateway. There the U.S. Despatch Agent will issue a new GBL and forward the shipment to the ultimate destination. UAB arriving at Dulles International Airport for the Washington, DC metropolitan area and will be collected by one of the Department's inbound delivery contractors for delivery to the employee's residence.

- c. If the employee has a bona fide delivery address and telephone number before departing from post, they should be typed on the air waybill and a cable notification to State ([A/LM/OPS/TTM](#)) and to the appropriate U.S. Despatch Agency. If the destination is outside the airline delivery area or the airline cannot telephone the employee or employee's agent to arrange for a delivery, the UAB shipment will be turned over to the inbound delivery contractor in Washington, DC or a local moving firm at the final destination for delivery to the employee's residence.
- d. To ensure the clearance of effects through U.S. Customs with minimal delay, the "Telegraphic Notice of Shipment" for air freight en route (see [14 FAM](#) Exhibit 614.4-3) must be sent when the losing post initiates the shipment. Copies of the notice should go to the U.S. Despatch Agent or the Department's Travel and Transportation Management Division ([A/LM/OPS/TTM](#)) with an information copy to the employee's agency, if other than State.
- e. Posts forwarding shipments by air to a U.S. Despatch Agent must attach legible copies of the packing list and an inventory (HHE or UAB) to the air waybill as well as the "Telegraphic Notice of Shipment En Route" ([14 FAM](#) Exhibit 614.4-3). The packing list/inventory, with the air waybill, must be sent to the U.S. Despatch Agent by the fastest means possible (i.e., APO air mail, international air mail, or courier service). The packing list must be legible and in English (or a bona fide English translation must accompany the original) and must provide the following information:

- (1) Name of employee, Agency, and whether HHE or UAB;
 - (2) Type of shipping container (e.g., box, crate, carton, etc.);
 - (3) Detailed listing of inventory numbers for each shipping container;
NOTE: posts must instruct their packers to mark the shipping containers with "1 of 1," "1 of 4," "3 of 5," etc., to identify each container on the packing list.
 - (4) Gross cubic (in cubic meters and feet) and outside dimensions (length by width by height in centimeters and inches) of each shipping container;
 - (5) Net and gross weight (in kilos and pounds) of each shipping container;
 - (6) Ultimate destination with address and telephone number (if known); and
 - (7) Fiscal data.
- f. U.S. Customs regulations require that the U.S. Despatch Agent submit a detailed packing list and inventory with the U.S. Customs Form 3299.
- g. Failure to provide the packing list and inventory may delay the shipment from being cleared (in some instances, for two to three weeks), inconvenience the employee, and result in increased cable traffic, storage charges, and unpacking and examination charges. If the shipment transits ELSO, the post should forward the packing list and inventory to ELSO-Antwerp. ELSO will forward the documents to the appropriate U.S. Despatch Agent at the time the shipment is forwarded to the United States.

14 FAM 614.6-6 Prohibited Shipments

(CT:LOG-40; 05-18-2007)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Alcoholic beverages, international through U.S. Government bill-of-lading (ITGBL) shipments and non-conforming personal vehicles for all U.S. Government employees may not be sent through the U.S. Despatch Agent.
- b. Shipments of household effects and personal vehicles for military service members and Department of Defense (DOD) civilian employees may not be sent through a U.S. Despatch Agent unless permission to do so is specified in a current memorandum of agreement or memorandum of understanding between the Department and DOD regarding shipment of personal vehicles or household effects.

- c. See 14 FAM 618.3-1 (C) *regarding shipments of alcoholic beverages and foodstuffs.*

14 FAM 614.7 Shipments Handled by European Logistical *Support* Office (ELSO)

(CT:LOG-40; 05-18-2007)

(Uniform State/BBG/USAID/Commerce/Agriculture) (Foreign Service)

- a. **Overview:** *ELSO is part of the State Department Office of Logistics and has been designated as a Regional Logistics Center (A/LM/OPS/RLC/EL). ELSO is both an origin point for shipments from overseas missions and a through point for those shipments that are received from the U.S. Despatch Agencies for on forwarding to their final destination in Europe, Africa, the Middle East and other places worldwide. ELSO also returns shipments to the U.S. and destinations worldwide and is an authorized point for long term storage of personal effects as well as emergency storage for personally owned vehicles.*
- b. *ELSO is located at the port of Antwerp and also receives cargo coming in via the ports of Rotterdam and Bremen. This cargo goes to the Consolidated Receiving Point (CRP) which is a commercial, contractor's facility for receipt and handling of personal effects and supplies for the account of the U.S. Government.*
- c. **Forwarding:** *To improve forwarding of shipments of household and personal effects to/from/via ELSO, to reduce transit times and to avoid storage charges, note the following:*
- (1) *Normally, route only household effects and personally owned vehicles via ELSO for transshipment;*
 - (2) *Follow procedures outlined in 14 FAM 614.6 for shipments to the United States.;*
 - (3) *Use a through air waybill whenever possible from the origin post to destination post for unaccompanied air baggage (UAB) shipments;*
 - (4) *Unless no other routing is available to the post, do not consign UAB shipments to ELSO for transshipment.*
- d. *Surface shipments (ocean/truck/rail) from posts forwarded via Antwerp for transshipment must be consigned:*

*American Embassy Office (ELSO)
Noorderlaan 147, Bus 12A
Atlantic House
2030 Antwerp, Belgium*

Phone: +32-3-540-2011

Fax: +32-3-540-2040

E-mail: Despatch_Agency_ELSO@state.gov

NOTE: *ELSO is the consignment address and not the delivery address.*

- e. CRP Warehouse location (cargo delivery address):

**Gosselin World Wide Moving N.V.
Belcrownlaan 23
B-2100 Antwerp, Belgium**

Phone: +32-3-360-5602

- f. Surface shipment (ocean/truck/rail) from posts forwarded via ELSO's agent in Bremen for transshipment must be consigned:

**American Embassy Office (ELSO)
c/o Carl Hartman
Oelmuehlenstrasse 11/13
28195 Bremen, Germany**

Phone: +49 (421) 30.29.326

NOTE: *All shipping documentation should be forwarded directly to ELSO Antwerp.*

- g. Air shipments forwarded to ELSO should be routed to Brussels, Zaventem airport and must be consigned:

**American Embassy Office (ELSO)
c/o Gosselin Airfreight Division
Brucargo Building 735-736
1931 Zaventem, Belgium**

Phone: +32-2-753-0100

NOTE: *All shipping documentation should be forwarded directly to ELSO Antwerp.*

- h. Permanent storage shipments authorized for storage at ELSO Antwerp must be consigned as follow:

American Embassy Office (ELSO)
Permanent Storage: Property of: (name)
c/o Gosselin World Wide Moving
Belcrownlaan 23,
B-2100 Antwerp, Belgium

- i. **Marking Cargo:** Lift vans for personal effects should be clearly marked with the consignment address, employee's name and ultimate destination as designated by the gaining post. Marking should be legible and complete, preferably stenciled or indelibly labeled (no paper labels glued or stapled on vans). Lift vans with previous markings should have the old markings obliterated so that only the current marks are visible to avoid confusion on receipt at the CRP or possible mis-shipment. Shipments for permanent storage should be clearly marked as such.
- j. **Notification:** Shipments inbound to ELSO requires advance notification from shipping posts or U.S. Despatch Agency offices via 'Telegraphic Notification of Shipment En Route' telegram (see telegram format and content requirements in 14 FAM Exhibit 614.4-3). Advance notification with accurate and complete information is essential so that a computer file can be created for tracking and shipping cargo. Packing lists (in English), shipping documents and other pertinent paperwork should be forwarded to ELSO via the quickest means possible. Notification telegrams should provide all information as shown in the format and be for one employee and one shipment type. Posts should provide as much detail as possible (e.g., a motorcycle is included in **household effects** (HHE) shipment; consumables are being shipped as HHE, etc.) in the comments section.
- k. When Shipments are outbound, ELSO sends advance notification (Pre-Advice e-mail) to serviced posts to advise receipt of personal effects and/or supplies and to request forwarding instructions for export. ELSO sends pre-advice e-mails to posts based on their request for them and their requirements. Once export arrangements are made by ELSO, a Notification of Shipment En Route to Post e-mail is generated to provide the receiving post with status and export details of shipment(s).
- l. **Receipt of cargo:** All cargo handled by ELSO is received at the CRP facility warehouse and the contractor is responsible for receipt of the correct number of pieces and for noting any overages, shortages or damages on items received. A more detailed report is completed when personal or official vehicles are received at the CRP. When necessary, ELSO has minor repairs done on boxes, crates and liftvans or has shipments re-packed for shipment or storage. If applicable, claims are filed with the parties responsible and/or ELSO assists in providing supporting documentation for claims action.

*m. **Documentation:** Various types of documents are required for different shipment types and should be sent to ELSO by the quickest available means. Some shipments require copies of passport ID pages or vehicle registration paperwork which should be scanned or digitally copied and sent via **e-mail**. Fax copies should be avoided if possible as they can be unclear, dark in color (photos) and difficult to reproduce for further use.*

*(1) **HHE and UAB shipments require:***

- (a) Copy of inventory/packing list in English, showing net weight, gross weight and dimensions or volume;*
- (b) Copy of travel authorization (particularly for non-State shipments) with complete funding information; **and***
- (c) Legible scanned copy of diplomatic passport ID pages.*

*(2) **Consumables (CNS) shipments require:***

- (a) Copy of valid travel authorization showing a consumable entitlement; **and***
- (b) Post should advise ELSO of any special marking or packing requirements for importation of food, liquor or tobacco products.*

*(3) **Privately Owned Vehicle (POV) (non-DOD) shipments require:***

- (a) Copy of valid travel authorization showing shipment of POV for emergency storage in ELSO;*
- (b) Post should advise if vehicle meets **United States** specifications, advise VIN, chassis number if different from VIN, and engine number, provide complete description including year, make, model, and vehicle color;*
- (c) Legible scanned copy of diplomatic passport ID pages;*
- (d) See 14 FAM 615.8b for limitations on vehicles in excess of 600 cubic feet.*

*(4) **Motorcycle shipments***

Documentation must include motorcycle year, make, model, color, VIN and/or chassis number and if the vehicle meets U.S. specifications.

*(5) **Surface Deployment and Distribution Command (SDDC) POV shipments require:***

- (a) Copy of DOD travel authorization or letter of intent;*
- (b) Copy of vehicle title – front and back;*

- (c) *Copy of vehicle registration from host country; if vehicle documentations does not show vehicle color, advise Despatch Agency of color;*
- (d) *Copy of passport ID pages; and*
- (e) *Post must provide to ELSO a total of all costs involved to move vehicle from post-to-ELSO or post-to-post as applicable.*

NOTE: *SDDC vehicle shipments are for DOD personnel assigned to the embassy and are shipped in the same way as DOS personal vehicles except that post must contact ELSO for funding to ship POV and not use fiscal data from member's orders.*

(6) **ITGBL shipments of HHE and UAB**

International Through Government Bill of Lading Shipments (ITGBL) are shipment movements for personal effects from door-to-door. Since ITGBL moves include packing and pick-up at origin and delivery and unpacking at destination, they should only be used for employees who have a delivery address and not for shipments to storage.

Post should contact ELSO to schedule ITGBL shipments and provide the following information for the ITGBL shipment file:

- (a) *Shipment type (e.g., HHE or UAB) and estimated weight(s);*
- (b) *Origin packer name and pack-out dates;*
- (c) *Complete residence pick-up address;*
- (d) *Complete ultimate delivery address and phone number;*
- (e) *Limited power-of-attorney signed by employee (if required by ITGBL forwarder);*
- (f) *Supplemental declaration for unaccompanied effects (if required by ITGBL forwarder); and*
- (g) *Employee travel information for 3299, to include: name of airline taking employee to U.S., flight number and time of arrival in U.S., airport of entry into the U.S., names of accompanying family members and employee's length of time at post (arrival date and departure date).*

NOTE: *POV shipments may be made under ITGBL but post should check and confirm with ELSO to insure that the move is cost effective.*

(7) **Wine or Liquor shipments**

Per 14 FAM 618.3-1(C) c., alcoholic beverages not accompanying travelers are forwarded through commercial channels and are not shipped in care of U.S. Despatch Agencies; owners are responsible for clearance and payment of import duties, etc.:

- (a) *Shipping arrangements can be made by ELSO but the employee shipping the alcoholic beverages must advise complete consignment information on the commercial receiving/clearing agent at port of destination. Shipment cannot be made until this information is received;*
- (b) *Copy of detailed inventory list in English must be supplied by owner and the list must include details of brand, type, number of bottles, etc.; and*
- (c) *Copy of diplomatic passport ID pages.*

14 FAM 614.8 Use of Advantageous Rates

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

When lift vans are not used and different freight rates are applicable to various goods comprising the effects, posts should package and describe the effects to permit utilization of a lower rate or combination of rates.

14 FAM 614.9 Maximum Dimensions of Lift Vans to Be Used for Shipment or Permanent Storage of Household Effects

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

For shipment or permanent storage of HHE wooden or plywood lift van, maximum dimensions should not exceed eight (8) feet in length, six (6) feet 10 inches in height, and six (6) feet in width. These measurements are necessary for proper and safe handling of lift vans at piers and warehouses. The limitations ensure that lift vans fit into steamship containers wherever this service is provided by the ocean carrier.

14 FAM 614.10 Bills of Lading

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

List each employee's effects on a separate bill of lading. Each of the following items must be entered on a separate bill of lading or specifically itemized on the same bill of lading in accordance with 14 FAM 618.3-1(C). The term "specifically itemized" used here means there is a line entry specifying the name of each item, its weight or volume, and total number. See 14 FAM 618.3-1(C) when case(s) of alcoholic beverages and tobacco products are being shipped to the United States.

14 FAM 615 PRIVATELY OWNED MOTOR VEHICLES (POVS)

14 FAM 615.1 Allowable Expenses

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The cost of transporting a motor vehicle is allowable only when the privately owned vehicle (POV) is owned by the employee or an eligible family member. Except as provided in 14 FAM 615.3, 14 FAM 615.4, and 14 FAM 615.5, no expenses are allowed in excess of the cost of transportation between the authorized points of origin and destination, or between the factory site and the authorized destination, whichever involves the lesser cost. Shipment of a POV between domestic origination and domestic destination points in the continental United States (CONUS) may be authorized on a case by case basis when it is determined to be advantageous to the U.S. Government or that travel by POV would be dangerous or cause undue hardship.
- b. If an employee has orders returning him or her to a U.S. assignment from a post abroad, a POV may be shipped to an alternate port on a cost-constructive basis.
- c. If shipment of a POV is not allowed to the gaining post based upon suitability or post restrictions and an employee qualifies for emergency storage in accordance with 14 FAM 628.1, the employee may request shipment of a POV to an alternate destination on a cost constructive basis in lieu of emergency storage. This does not preclude the shipment of a suitable vehicle from losing to gaining post. If an employee elects emergency storage in accordance with 14 FAM 628.1 and also ships a suitable vehicle to his or her next assignment, the employee will be able to ship only one POV to any follow-on assignment.

- d. An employee has the option to ship his or her vehicle to an alternate destination on a cost-constructive basis in lieu of shipment to his or her onward assignment abroad. Delivery of the vehicle to the alternate destination is on a cost-constructive basis and concludes the U.S. Government's responsibility for this entitlement, i.e., no other vehicle shipment to that post of assignment will be allowed.
- e. An employee may ship his or her POV to an alternate destination on separation orders on a cost-constructive basis. The POV must be shipped to the location the employee is actually separating to.
- f. Upon approval of an involuntary separate maintenance allowance (SMA), a POV may be shipped from the losing post to the authorized SMA location in the United States or into emergency storage (see paragraph c in this section). Follow-on shipment of a POV from the authorized SMA location to the gaining post is authorized. When an alternate SMA location is elected outside of the United States, the employee has the option to ship the POV from the losing post to the approved alternate SMA location on a cost-constructive basis. Follow-on shipment of a POV from the approved alternate SMA location to the gaining post is authorized on a cost-constructive basis.

14 FAM 615.2 Shipment

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. When it is necessary to ship an automobile in connection with transfers between posts and to assignments in the United States, avoid crating if possible. The following factors are to be considered:
 - (1) Adequacy of port loading and unloading facilities;
 - (2) Nature of carrier and cargo;
 - (3) Possibility of transshipment;
 - (4) Danger of pilferage;
 - (5) Overland haul, if any; and
 - (6) Cost of crating.
- b. Vehicles must be operational and safety equipment (e.g., windshield wipers and outside mirrors) must remain on the car in order for drive-away services in the United States to move the vehicle to or from the port legally:
 - (1) Surrender the ignition, gasoline cap, and trunk keys that accompany the vehicle to the drive away service or vehicle

transportation provider when the vehicle is picked up;

- (2) Remove all mud and soil from chassis and body of vehicle;
- (3) In accordance with the Code of Federal Regulations (CFR) 49, vehicles must be inspected for fuel leaks and faults in the electrical system prior to turning the vehicles over for shipment. In addition, the fuel tank of the vehicle shall not be more than one-fourth (1/4) full;
- (4) Remove detachable items such as hubcaps, cigarette lighters, radio antennas, child/infant safety seats, and tool kits. Only a spare tire/wheel and jack may be stowed in the car. Household effects, unaccompanied air baggage, or consumables may not be placed in the vehicle when shipped.

14 FAM 615.3 Emergency Replacement

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The transportation of one additional POV from the United States or other designated place of purchase may be authorized, in advance, by an authorizing officer during any four-year period as an emergency replacement of the last motor vehicle transported at U.S. Government expense, when the authorizing officer determines, in advance, that:
 - (1) The replacement is in the interest of the U.S. Government and is necessary for reasons beyond the control of the employee; and
 - (2) The use of the replacement vehicle is in the interest of the U.S. Government.
- b. Conditions warranting emergency replacement of motor vehicles include loss or destruction of the motor vehicle through fire, theft, accident, rapid deterioration due to severe climate or driving conditions at a post abroad, civil disturbance, military actions, riot, or similar causes.
- c. Replacement shipment of a POV is funded and authorized by post in accordance with 14 FAM 523.2-1, subparagraph f(3)(b).
- d. For Commerce, shipment of emergency replacement vehicles is authorized and funded by Washington, DC headquarters.

14 FAM 615.4 Periodic Replacement

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

The transportation of one POV from the United States or other designated place of purchase to the employee's post of assignment abroad may be authorized by an authorizing officer as the replacement of a motor vehicle previously transported at U.S. Government expense (replacement shipment of a POV is funded and authorized by post in accordance with 14 FAM 523.2-1, subparagraph f(3)(b)), provided that:

- (1) There is a lapse of at least four years between the initial date of shipment from the United States of the vehicle to be replaced at the employee's present or previous post abroad and the date on which the transportation of the replacement vehicle will commence;
- (2) The employee has remained in continuous service outside the continental United States during that four-year period. Home leave or temporary duty in the United States during or between permanent duty assignments abroad does not constitute a break in continuous service outside the continental United States;
- (3) The employee is assigned to a post which is 124 or more kilometers or 200 or more miles from the continental United States, or the use of sea transportation would be required to carry the motor vehicle from the continental United States to the employee's post;
- (4) The employee has not received cost-constructive shipment of a new POV or previous State or agency elective alternatives during the prior four-year period;
- (5) The employee has not had a POV shipped between foreign posts at U.S. Government expense for one year (nine months for personnel with an 18-month tour of duty) prior to the date on which the employee requests periodic replacement authority; and
- (6) On the date a request for periodic replacement authority is made, the employee is scheduled to remain at post of assignment for at least one year (nine months for personnel with an 18-month tour of duty). The shipment of a new motor vehicle at the employee's personal expense from the United States or other place of purchase to his or her post of assignment has no effect on eligibility for periodic replacement authority, provided the criteria outlined in this section are met.

14 FAM 615.5 No Previous Shipment

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. If an employee has not had a POV transported at U.S. Government expense from the United States to the his or her present or previous

posts abroad, an authorizing officer may, when funds are made available and subject to the time limitations in 14 FAM 615.4, subparagraph (6), authorize shipment of a motor vehicle from the United States to the employee's present post abroad if such shipment is determined to be necessary or expedient.

- b. **For State and Commerce:** Shipment of the vehicles discussed in this section is authorized and funded by Washington, DC headquarters; for USAID, shipment is authorized by USAID/W and funded by the posts.

14 FAM 615.6 Delivery or Pickup of a Vehicle

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. When an employee or eligible family member who is not in travel status makes a separate trip for the purpose of delivering or picking up a motor vehicle, the commercial shipment of which has been authorized, the employee may be reimbursed the following expenses:
 - (1) Mileage for driving the vehicle one way between the post and the point of delivery or pickup; and
 - (2) Cost of the employee's transportation by common carrier one way between the post and the point of delivery or pickup.
- b. The reimbursement may not exceed the cost of commercial shipment of the vehicle. No per diem is allowable and leave must be charged for absence from the post.

14 FAM 615.7 Limitations at Specific Posts

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Under section 207 of the Foreign Service Act of 1980 (22 U.S.C. 3927), as amended, the chief of mission, in consultation with other Foreign Affairs agency heads in the country, determines what restrictions or limitations, if any, are placed upon the motor vehicles brought to posts under the chief of mission's jurisdiction.
- b. These may include, but are not limited to, provisions to assure that the vehicle is suitable and that the import of the vehicle is not primarily for resale.
- c. When there is reason to believe that a motor vehicle was shipped to post at U.S. Government expense and/or was imported under diplomatic or official privileges and immunities primarily for the purpose of sale at a

profit and not for the bona fide personal use of the employee or employee's eligible family members, the chief of mission or designee must investigate. The investigation is to include the following factors:

- (1) Whether a profit was made or anticipated on the sale; and
 - (2) Whether the vehicle was sold or scheduled to be sold before the last 6 months of the employee's scheduled home leave or departure from post, taking into account factors such as curtailment of assignment, evacuation, or extensive damage to the vehicle.
- d. If, based on the investigation under paragraph b above, the chief of mission determines a violation of regulations has occurred, the chief of mission will:
- (1) Require the employee to repay the U.S. Government the original cost of transporting the vehicle to the post; or
 - (2) Deny the employee the benefits of 14 FAM 615.3 and 14 FAM 615.4 (Emergency Replacement and Periodic Replacement); or
 - (3) For such other action as may be taken by the chief of mission, see 2 FAM.

14 FAM 615.8 Limitations on Type and Size of Vehicles

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Vehicles that may be transported include passenger automobiles, station wagons, and certain small trucks or similar vehicles that may be used primarily for personal transportation. Transportation is not authorized for trailers, airplanes, or any vehicle intended for commercial use.
- b. Transportation at U.S. Government expense is limited to vehicles having a gross size for shipping purposes of not more than 15 measurement tons (16.8 cubic meters/600 cubic feet). An employee who ships a larger vehicle which otherwise qualifies for shipment at U.S. Government expense must pay all costs which result from the excess size of the vehicle.

14 FAM 615.9 Shipping Foreign Vehicles

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. A foreign-made POV (FPOV) purchased abroad **may** be shipped to the

United States at U.S. Government expense from any post provided that the vehicle meets Environmental Protection Agency (EPA) and Department of Transportation (DOT) safety and environmental standards, and the employee has a current and valid travel authorization that includes authorization for shipment of a POV. Information regarding EPA and DOT safety and environmental standards for the importation of FPOVs may be found at the following web sites:

- (1) EPA requirements in the Automotive Imports Facts Manual;
 - (2) Commerce and Border Protection instructions for infrequent importers, including importations of POVs;
 - (3) DOT-NHTSA (National Highway Traffic Safety Administration) Vehicle Importation Regulations.
- b. The employee is responsible for bringing a nonconforming foreign-made POV into compliance with EPA and DOT standards. If compliance is not certified by the **manufacturer**, either by labels attached to the vehicle or in writing, the vehicle must be consigned to an authorized importer and the employee must post a bond. The foreign-made POV must then be converted at the employee's expense to comply with EPA and DOT standards, and then be cleared for entry into the United States by the U.S. Customs and Border Protection. Foreign-made POVs that do not meet EPA and DOT standards and cannot be brought into compliance will either be exported or destroyed at the employee's expense. In addition, the employee may also be subject to any and all penalties for noncompliance.

14 FAM 616 USE OF U.S.- AND FOREIGN-FLAG VESSELS

14 FAM 616.1 Standards for Shipment

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG)

(Foreign Service)

- a. Posts shall exert reasonable efforts to analyze schedules and tariffs on a worldwide basis in routing effects consistent with the following standards which are for guidance only:
- (1) When both U.S.- and foreign-flag vessels operate directly between a port serving the place where the transportation of effects originates and a port serving the actual destination, shipment of effects shall be made on a U.S.-flag vessel;

- (2) When U.S.-flag vessels do not operate directly between a port serving the place where transportation of effects originates and the port serving the actual destination, and foreign-flag vessels do so operate, shipment of effects shall be made on a foreign-flag vessel;
- (3) When there are neither U.S.- nor foreign-flag vessels operating directly between a port serving the place where transportation of effects originates and the port serving the actual destination, and it can be determined that U.S.-flag vessels are available for any segment of the journey, the shipment of effects shall be by such routing and shall include U.S.-flag vessels where operating. Waiting time at point of transshipment shall be governed by subparagraph a(4) of this section. More than one transshipment for the sole purpose of using U.S.-flag vessels is not required; and
- (4) Foreign-flag vessels may be used for the shipment of furniture and household and personal effects including privately owned motor vehicles when:
 - (a) U.S.-flag vessels are not scheduled to call at the port of loading within 30 days after:
 - (i) Notice to ship based on need for immediate shipment of the effects has been received by the post; or
 - (ii) The effects are ready for shipment, whichever is later;
 - (b) When agents of U.S.-flag vessels cannot give reasonable assurance that a U.S.-flag vessel is scheduled to call at the port of loading within the time specified in subparagraph a(4)(a) of this section:
 - (i) Will actually call at such port of loading within 30 days as scheduled; and will actually discharge cargo at scheduled destination port within two weeks after arrival regardless of port congestion; and where agents of foreign-flag vessels can give such assurance due to their preferential berthing arrangements at the port; or
 - (ii) Will discharge cargo at scheduled destination port without transshipment; and where agents of foreign ships can give such reasonable assurance;
 - (c) The authorizing officer at the post determines that safe storage facilities are not available and that delay in shipment would expose effects to serious damage or loss from climatic conditions, excessive humidity, pilferage, sabotage, or other hazards beyond the control of the post. In such instances, a statement justifying the use of a foreign-flag vessel is required.

- b. When the origin or destination is a seaport, it is not necessary to send the shipment to another port in order to utilize a U.S.-flag vessel.

14 FAM 616.2 Documentation

14 FAM 616.2-1 Compliance with Title 41 of the Code of Federal Regulations (41 CFR 102)

(CT:LOG-11; 10-21-2005)
(Uniform State/BBG)
(Foreign Service)

To ensure compliance with section 901(a) of the Merchant Marine Act of 1936, and 46 U.S.C. 1241 regarding the use of U.S.-flag vessels for transporting household goods and/or personal effects of U.S. Government employees, see 41 CFR 102-118.195 Factual Support of Charges—International Shipments.

14 FAM 616.2-2 Issuance of Certificate

(CT:LOG-32; 10-10-2006)
(Uniform State/BBG)
(Foreign Service)

When the post deems use of foreign-flag service is justified under 14 FAM 616.1, written authorization must be issued. This certificate of justification (format shown in 14 FAM Exhibit 583.7) must be signed by either an authorizing officer designated by the Department or foreign affairs agency, or a post's principal officer. The certificate must show full justification for the use of a foreign-flag vessel. The certificate (which may be reproduced locally) must be prepared in triplicate. The original and one copy are submitted to the ocean carrier, freight forwarder, or household goods transporter, as appropriate; one copy is retained by the issuing officer or post. The transportation company must be instructed to submit one signed copy of the certificate with the bill to the paying office.

14 FAM 616.3 Exceptions to Use of U.S.-Flag Vessels

(CT:LOG-1; 05-27-2005)
(USAID Only)
(Foreign Service)

- a. Instances of exception to the use of U.S.-flag vessels include the following:
 - (1) When USAID/W or the USAID mission director certifies that U.S.-

- flag vessels do not provide adequate service to the destination;
- (2) When the shipment of effects would be delayed an unreasonable period of time awaiting an U.S.-flag vessel; and
 - (3) When payment or services can be made through use of surplus foreign credits owned by the United States or from USAID trust funds and U.S.-flag steamship lines will not accept such funds.
- b. Whenever a foreign-flag vessel is used, the USAID mission or USAID/W MS/AS/TT, as appropriate, is to annotate its records to indicate the reason for such use.

14 FAM 617 SHIPPING EFFECTS ON U.S.-FLAG AIRLINES

(CT:LOG-32; 10-10-2006)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. When shipment of effects or baggage is made by air, and U.S.-flag air service is available, such service must be used in accordance with 49 U.S.C. 13101, unless such use would involve delays which would jeopardize the cargo or be incompatible with the purpose of the shipment. Unaccompanied air baggage shipments need not be delayed in excess of 48 hours to make use of U.S.-flag airlines.
- b. When U.S.-flag air service is not available at the point of origin of the shipment, routings will provide for transshipment at the nearest practicable interchange point to connect with U.S.-flag air service. An interchange point is not considered practicable if the shipment would be delayed in excess of 48 hours or if transshipment would jeopardize the cargo.
- c. Whenever the post or the Department routes a shipment via a foreign-flag air carrier, certification similar to that appearing in 14 FAM Exhibit 583.7 must be stamped on the Form SF-1103, U.S. Government Bill of Lading, and be completed by the authorizing officer. When the shipment is dispatched on a U.S.-flag air carrier and no routing is shown, the carrier will be responsible for certification.
- d. Shipments made through international freight forwarders must comply with the above standards. Forwarders are instructed to submit with their bills a copy of the air waybill or manifest showing the air carriers utilized and justification for any use of foreign-flag air carriers where U.S.-flag air carriers provide service.

14 FAM 618 GENERAL PROVISIONS AFFECTING SHIPMENTS

14 FAM 618.1 Advance Shipment of Effects at U.S. Government Expense

(CT:LOG-32; 10-10-2006)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. The Department of State or agency may authorize or approve the advance shipment of an employee's furniture, household and personal effects, and privately owned motor vehicle from a post to employee's place of residence, or to an intermediate storage point, prior to the issuance of separation or transfer orders to the employee when advance travel has been authorized in accordance with 14 FAM 532.3, or when it is administratively determined that it is in the best interests of the Service. In addition, the USAID mission director may authorize advance shipment of effects in connection with advance travel authorized in 14 FAM 532.2. No storage of effects shipped in advance is allowable. When advance shipment is authorized, a repayment agreement similar to that prescribed in 14 FAM Exhibit 532.3-4 shall be executed by the employee.
- b. The employee is liable for any costs resulting from the advance shipment of effects in excess of those costs which may be authorized subsequently; therefore, this authority should be used with extreme care.
- c. The advance shipment of household effects may be authorized to the employee's separation address of record in the United States in connection with marital separation or divorce only if a legal property settlement exists or the employee otherwise agrees in writing and identifies those effects which are to be shipped as the property of the spouse. Cost-constructive shipment to any other points would be based on shipment to the employee's separation address of record in the United States. No shipment of a POV will be authorized at U.S. Government expense under this section. The employee's shipment allowances on the next travel authorization to include shipment of effects will be reduced by the amount shipped in advance. No repayment liability will exist for this advance shipment based on the employee's next authorized destination for shipment of effects. Shipment may also be authorized subsequent to the return travel of the spouse under 14 FAM 532.8 after execution of a legal property settlement or written agreement by the employee, either as advance shipment, or at the time of the employee's next authorization for shipment of effects. As this shipment is to be considered final return of effects to the United States, no further shipment of the effects

transported under a legal property settlement or the employee's written agreement will be authorized at U.S. Government expense.

14 FAM 618.2 Designated Packers and Shippers

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

Where the Department, agency, or post has contracts or approved prices or arrangements with designated packers and shippers, payment for the services of such packers and shippers is allowable. If other firms are used at the request of the employee, the employee must pay for any excess costs involved.

14 FAM 618.3 Free Entry of Effects into United States

14 FAM 618.3-1 Personnel Returning from Extended Duty

14 FAM 618.3-1(A) Privilege

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. U.S. Government employees who return to the United States upon termination of "assignment to extended duty," abroad may import effects free of duty under subheading 9805.00.20 HTSUS (Harmonized Tariff Schedule of the United States). This same privilege applies to returning family members who have resided with employees at such post and to any person evacuated to the United States under U.S. Government orders.
- b. For a definition of "assignment to extended duty," see 19 CFR 148.74(d).

14 FAM 618.3-1(B) Notation on Travel Orders

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Travel orders for employees entitled to duty free entry show the employee's diplomatic title (if any) and the following:

The personal and household effects of this employee and members of the employee's family are eligible for duty-

free entry under subheading 9808.00.50, Harmonized Tariff Schedule of the United States (HTSUS) since the employee has completed an assignment of extended duty abroad.

- b. If the employee is returning to the same post for another tour of duty after home leave, the following is also to be added to the statement:

Home leave covered by these orders is statutory leave prior to return for a new assignment to extended duty abroad.

14 FAM 618.3-1(C) Limitations

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. 19 CFR 148.74(c) cited in 14 FAM Exhibit 618.3-1, limits the amount of alcoholic beverages (and tobacco) that may be imported duty-free into the United States by persons 21 years of age and over and requires that such items accompany the person making the claim for free entry upon the person's arrival in the United States. Under no circumstances should alcoholic beverages be combined with unaccompanied baggage (see 14 FAM 557.3) or household effects for shipment under travel orders.
- b. U.S. customs authorities reserve the right to examine all shipments entering the United States. If a shipment of unaccompanied baggage or household effects is found to contain alcoholic beverages, the owner will be subject to penalties by law. Neither the Department nor the agency will take action to assist the employee in such circumstances and the Department or agency will cooperate fully with the prosecuting authorities. In addition, the Department or the agency may impose administrative penalties against any employees who violate this regulation.
- c. Alcoholic beverages not accompanying travelers are forwarded through commercial channels and are not shipped in care of U.S. Despatch Agencies. Owners will be responsible for clearance and payment of import duties as well as Federal and State taxes to the Customs authorities without the assistance of U.S. Despatch Agencies.

14 FAM 618.3-2 Courtesy of the Port

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

High officials of the executive branch shall be extended "courtesy of the

port." Under this practice, priority treatment is accorded by U.S. Customs inspectors (in those ports where such treatment can be of value), but the returning official is liable to inspection of baggage and for payment of duty on official imports over and above the normal exemption provided by law.

14 FAM 618.4 Prohibitions in Connection with Resignation, Retirement, or Separation

(CT:LOG-1; 05-27-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

The U.S. Government does not pay for the cost of transporting effects (including a privately owned motor vehicle) in connection with resignation, retirement, or separation from the Service, unless the effects were the property of the employee or eligible family member while the employee was in an active duty status in the Service and did not consist, in any part, of effects or POV acquired en route to the place of residence upon separation. Certification of compliance with this section is required on the employee's travel voucher. (See 3 FAM and USAID M.O. 479.1 for provisions on eligibility for travel upon Service separation.)

14 FAM 618.5 Employee Responsibility for Shipment of Personally Owned Firearms and Ammunition

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

The importation provisions of the Gun Control act of 1968, which became effective on October 22, 1968, are administered and enforced by the Internal Revenue Service and Department of the Treasury. The Internal Revenue Service regulation governing the shipment of firearms and ammunition, is Part 478—Commerce in Firearms and Ammunition (Title 27 CFR 478), and states that:

- (1) Personnel may ship to the United States any firearms or ammunition which they originally shipped from the United States provided they can prove to the satisfaction of the United States Customs officials that they possessed the firearms or ammunition in the United States. Methods of proof are:
 - (a) Bill-of-sale or other commercial document showing transfer of the firearms or ammunition in the United States;
 - (b) Registration on Customs Form 4457, Foreign-Made Article

Taken Abroad and Returned, or on any other registration document available for this purpose;

- (c) Household effects inventory or packing list prepared in the United States on outbound shipments; and
 - (d) A sworn statement in the form of an affidavit attested to and bearing the official seal of the consular office at the employee's post of assignment;
- (2) Personnel able to meet one of the above methods of proof may have their firearms shipped back to the United States packed inside the household effects container. Ammunition must be packed separately and must not under any circumstances be included in household effects or baggage shipments;
 - (3) Personnel who purchase firearms or ammunition outside of the United States must arrange for importation into the United States strictly in accordance with the importation regulation 27 CFR 478.113. This applies to U.S.- as well as foreign-manufactured firearms and ammunition. There are no exemption provisions for civilian U.S. Government employees nor are there any waiver provisions;
 - (4) Personnel in this category must arrange for a importer or dealer located in their State of residence in the United States to handle the importation of the firearms or ammunition. For a permit, the owner must complete in triplicate, Form ATF-6, Application and Permit for Importation of Firearms, and forward it to the importer or dealer who will complete the application and forward it to the Internal Revenue Service, Department of the Treasury, Washington, DC. A single permit will cover one or more firearms and one or more types of ammunition;
 - (5) The firearms and ammunition must be shipped directly to the importer or dealer handling the importation. Under no circumstances may firearms and ammunition in this category be included in household or personal effects shipments to the United States, nor shipped separately in care of the U.S. Despatch Agent. Expenses for shipments of firearms or ammunition, including importer's fees, may be charged against the travel authorization of the employees concerned. The method of shipment must be determined by each post on the basis of available facilities.

14 FAM 618.6 Federal Motor Vehicle Safety Standards

(CT:LOG-1; 05-27-2005)

*(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

- a. It is the responsibility of each employee importing a personally owned vehicle into the United States to ensure that the vehicle conforms to Federal motor vehicle safety standards (19 CFR 142) at the time the vehicle is imported into the United States.
- b. The employee should complete Form HS-7, Importation of Motor Vehicles and Motor Vehicle Equipment Subject to Federal Motor Vehicle Safety Standards, issued by the U.S. Department of Transportation, National Highway Traffic Safety Administration, and forward it to the respective U.S. Despatch Agent at the time bills-of-lading and other shipping documents are forwarded under existing procedures.
- c. The National Highway Traffic Safety Administration has prepared a booklet, "Federal Motor Vehicle Safety Standards," including import regulations, which provides basic information concerning import restrictions and compliance with safety standards. Complete information as to current applicable safety standards must be obtained from the U.S. Department of Transportation, National Highway Traffic Safety Administration, Washington, DC 20590.

14 FAM 619 PREPARATION AND USE OF U.S. GOVERNMENT BILL OF LADING

14 FAM 619.1 Bill-of-Lading Preparation

*(CT:LOG-11; 10-21-2005)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)*

- a. Commercial bills of lading are the preferred method of contracting for transportation services and freight forwarding. The General Services Administration (GSA) has discontinued the U.S. Government bill of lading (GBL) for domestic shipments. However, posts may use a GBL for international shipments. Alternatively, GSA has provided an unnumbered Transportation Services Order form for optional use.
- b. All contracts for carriage must indicate that they are made under 41 CFR 102-117 and 118, as well as under the terms of the U.S. Government Freight Handbook.
- c. The accountable officer shall notify the Office of the Inspector General, Office of Investigations (OIG/INV), if a pattern of suspected thefts emerges, such as multiple cases of missing GBLs implicating the same person or group of persons, or if other aggravating factors surround the

disappearance of the GBLs.

14 FAM 619.2 Commercial Ocean Bills of Lading

14 FAM 619.2-1 Required Provision

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

- a. Whenever commercial ocean bills of lading are used to cover shipments of U.S. Government property or personal effects moving at U.S. Government expense, the terms and conditions of the GBL (Form SF-1103) are to be included on the commercial document. The following provision must be overprinted or stamped on the commercial ocean bill of lading:

This shipment is made under all terms and conditions of the Form SF-1103, U.S. Government Bill of Lading, and is subject to the terms and procedures set forth in Comptroller General of the United States Circular Letter B-150556, dated June 16, 1967.

- b. Compliance with this provision is mandatory for U.S.-flag carriers and should be enforced to the extent possible when commercial ocean bills-of-lading are issued by foreign-flag carriers. These provisions cannot be applied against foreign-flag carriers without their concurrence.
- c. A copy of the Comptroller General's Circular Letter B-150556 (14 FAM Exhibit 619.2-1) may be given, upon request, to any carrier unfamiliar with its terms.

14 FAM 619.2-2 Payment

(CT:LOG-11; 10-21-2005)

(Uniform State/BBG/USAID/Commerce/Agriculture)

(Foreign Service)

Payments for transportation services are to be made in accordance with 41 CFR 102-118. (See 4 FAH-3 H-470 for information on payments for transportation of passengers and things.)

14 FAM EXHIBIT 612 PAYMENT OF GENERAL AVERAGE CONTRIBUTIONS IN CONNECTION WITH TRANSPORTATION OF EFFECTS (5 U.S.C. 5732)

(CT:LOG-1; 05-27-2005)

Executive Order No. 10614, May 25, 1955, 20 F.R. 3699, provides:

Sec. 1. Definitions. As used in these regulations:

(a) The term "military personnel" means members and former and deceased members of the uniformed services as defined in section 102 of the Career Compensation Act of 1949 (63 Stat. 804) [now section 101 of Title 37].

(b) The term "civilian employees" means civilian officers and employees of a department, including Foreign Service personnel, and former and deceased civilian officers and employees.

(c) The terms "military personnel" and "civilian employees" shall also include those individuals enumerated under the term "person" as defined in section 1 of the Missing Persons Act, as amended [section 1001 of Title 50].

(**NOTE:** "Employee" as defined in 5 U.S.C. 5561 would replace the reference in section 1(c) to "person" as defined in 50 U.S.C. 1001.)

(d) The term "department" means an executive department, independent establishment, or other agency of the Federal Government, including wholly owned or controlled U.S. Government corporations.

(e) The term "general-average contribution" means the contribution by all parties to a sea venture (1) to make good the loss sustained by any one of their number on account of voluntary sacrifices made of part of the ship or cargo to save the residue or the lives of those on board from impending peril, or (2) for extraordinary expenses necessarily incurred for the common benefit and safety of all.

(f) The term "household goods" means such baggage, household goods, and effects, including privately owned automobiles and professional books, papers, and equipment, of military personnel and civilian employees as are authorized to be transported at Government expense by law or regulation pursuant to law.

Sec. 2. Allowance of general-average contributions. Whenever military personnel or civilian employees of a department are liable for general-average contributions arising out of shipments of household goods (as defined in Section 1(f) hereof), authorized or approved under law or regulations pursuant to law, disbursements shall be made, under rules and regulations prescribed by the head of the department concerned, from appropriations chargeable for the transportation of baggage and household goods and effects (a) for the payment of the general-average contributions for which such military personnel or civilian employees are liable, or (b) for the reimbursement of such military personnel or civilian employees in the amounts of their general-average liability paid by them and for which receipts are furnished, subject to the limitations set forth in Section 3 hereof.

Sec. 3. Limitations. The provisions of Section 2 hereof shall not apply.

(a) In case the shipment of household goods is made under law or regulation pursuant to law which provides for reimbursement to the military person or civilian employee concerned on a commuted basis in lieu of payment by the Government of the actual costs of the shipment; or

(b) In case the military person or civilian employee concerned has himself selected the means of shipment; or

(c) To quantities of household goods (excluding automobiles) shipped in excess of quantities authorized to be transported by law or regulation pursuant to law. In any case of such excess shipment, the liability of the Government for the employee's general-average contribution shall not exceed the proportion that the applicable limitation, by weight or volume, bears to the total quantity, by weight or volume, of the household goods shipped.

Sec. 4. Effective date. This order shall be effective in any case in which the loss involved occurs, or has occurred, on or after June 4, 1954.

14 FAM EXHIBIT 612.3

EXAMPLE OF A COMPUTATION OF SURFACE CHARGES FOR A HOUSEHOLD EFFECTS (HHE) SHIPMENT

(CT:LOG-1; 05-27-2005)

Under the conventional pack-and-crate method, charges for various segments of transportation are assessed differently. Converting these various costs to a common denominator (100 pounds net weight) is the major problem in comparing costs.

(EXAMPLE: Washington, DC to Damascus, Syria)

(Shipment costs based on an overall net weight of 3,000 lbs. per HHE)

Transportation Service	Cost per 100 lbs.
HHE Export Packing	\$53.10
Trucking Charge	\$3.61
Ocean Transportation	\$61.00
Port Charges at Destination	\$12.00
Inland Transportation Charge	\$18.00
Local Delivery and Unpacking	\$20.00

Total cost per 100 lbs. \$167.71

Total Cost for HHE Shipment

(3,000 lbs. allowed = $30 \times \$167.71 = \5031.30)

NOTE: The cost listed above is only an example. The employee's actual HHE shipment entitlement is stated on the employee's travel authorization. Only the authorized HHE weight will be shipped at U.S. Government expense. If the HHE weight exceeds the employee's entitlement, the Transportation Advisory Section will assist the employee in identifying the additional costs that the employee will have to incur to ship the excess HHE weight. The employee must obtain all excess transportation costs from his or her transportation counselor.

14 FAM EXHIBIT 612.3-2
LIST OF ARTICLES AND
AVERAGE ESTIMATED NET WEIGHTS FOR
ESTIMATING NET WEIGHT OF EMPLOYEES'
EFFECTS TO BE SHIPPED OR STORED

(CT:LOG-11; 10-21-2005)

Article	Average Cubic Feet Per Piece	Average Pound Estimated Net Weight
Living Room		
Bench (fireplace or piano type)	5	35
Bookcase	20	125
Bookshelves, sectional	3	25
Cabinet, music	10	50
Chair, occasional	15	90
Chair, overstuffed	25	50
Chair, rocker	12	50
Chair, straight	5	20
Chair with arms	10	50
Clock, grandfather	20	100
Desk, secretary	35	200
Desk, small	22	100
Desk, Winthrop	22	100
Fireplace equipment	5	35
Hide-a-bed	50	350
Lamp, floor	3	20
Pad for large rug	8	40
Pad for small rug	3	15
Phonograph (table model or portable)	3	25
Piano, baby grand	50	500
Piano, concert grand	125	1,000
Piano, parlor grand	100	800
Piano, spinet	40	350
Piano, upright	75	650
Rack, magazine	2	15
Radio, portable	2	10
Radio, table	2	15

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Rug, large	10	70
Rug, small	3	20
Sofa, 2-cushion	35	245
Sofa, 3-cushion	50	350
Stand for telephone and chair	5	35
Stool, foot	2	10
Studio couch	50	300
Table (coffee, end, or nest)	5	35
Table, dropleaf	12	85
Table, library	20	150
Table, occasional	12	85
Television, combination (radio or phonograph)	25	175
Television, console	15	105
Television, portable	S	40
Television, table model	10	70

Dining Room

Bar, portable	15	100
Buffet	30	210
Cabinet, corner	20	140
Cart, tea	10	50
Chair, straight	5	35
Chinaware, in carton or dish-pack, per cubic foot	1	12
Closet, china	25	175
Pad for large rug	8	40
Pad for small rug	3	15
Rug, large	10	70
Rug, small	3	20
Server	15	100
Table, extension type	30	210

Bedroom

Bed, bunk (set of 2, including spring and mattress)	70	300
Bed, double (including spring and mattress)	60	300
Bed, hollywood (including spring and mattress)	40	200
Bed, king-size (including spring and mattress)	70	400
Bed, single (including spring and mattress)	40	200
Bench for dresser	4	30
Bench for vanity table	4	25

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Chair, boudoir	10	40
Chair, rocker	5	25
Chair, straight	5	20
Chaise longue	25	75
Chest of drawers	25	175
Chiffonier	25	175
Dresser	25	175
Dresser, vanity	20	175
Pad for large rug	8	40
Pad for small rug	3	15
Rug, large	10	70
Rug, small	3	20
Table, night	5	35
Wardrobe, large	40	280
Wardrobe, small	20	140
Nursery		
Bassinet	5	35
Bed, youth	30	150
Chair, child's	3	20
Chair, high	5	25
Chest of drawers	12	85
Chest, toy	5	25
Crib, baby	10	70
Pad for large rug	8	40
Pad for small rug	3	15
Playpen	10	35
Rug, large	10	70
Rug, small	3	20
Table, child's	5	35
Kitchen		
Bin, vegetable	3	15
Board, ironing	2	15
Cabinet, kitchen	30	200
Cabinet, utility	10	70
Chair to a breakfast suite	5	25
Roaster	5	35
Stool	2	10
Table, breakfast	10	70
Table, utility	5	35
Miscellaneous		
Basket, clothes	5	25
Bed, day	30	210
Bed, roll-away	20	140

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Bicycle	10	50
Cabinet, filing	20	140
Cage and stand for a bird	5	35
Can, trash	7	15
Carriage, baby	20	75
Carriage, doll or folding	5	35
Carton, clothing	3	40
Carton, linens	5	65
Carton of books, per cubic foot	1	25
Clothes hamper	5	10
Fan, electric	5	35
Golf bag with clubs	2	40
Heater, gas or electric	5	35
Hose, garden (and tools)	10	70
Incinerator	10	70
Ladder, extension	15	45
Ladder, step	10	25
Lamp shades	10	20
Mower, hand	5	35
Mower, power	15	75
Sled	2	15
Tools, chest of	10	100
Tricycle	5	35
Trunk, footlocker	6	50
Trunk, steamer	10	70
Trunk, wardrobe	15	105
Vacuum cleaner	5	35
Wagon, child's	5	35
Wheelbarrow	8	50

Appliances

Air conditioner, window	30	210
Dehumidifier	10	60
Dishwasher	20	140
Dryer, electric or gas	25	175
Freezer (10 cubic feet or less)	30	210
Freezer (11 to 15 cubic feet)	45	315
Freezer (16 cubic feet and over)	60	420
Mangle	12	85
Range, electric or gas	30	210
Refrigerator (6 cubic feet or less)	30	210
Refrigerator (7 to 10 cubic feet)	45	315
Refrigerator (11 cubic feet and over)	60	420
Sewing machine	10	100
Sewing machine, portable	2	25

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Washing machine	25	200
Porch, Outdoor Furniture, and Equipment		
Bath, bird	5	35
Bench, picnic	5	35
Box, sand	10	50
Chair, lawn	5	35
Chair, porch	10	35
Glider	20	140
Grill or barbecue, portable	10	40
Gym set, outdoor, child's	20	140
Racks, dryer, outdoor	5	15
Rocker, swing	10	70
Rug, large	10	70
Rug, small	3	20
Settee	20	100
Slide, outdoor, child's	10	70
Swing, outdoor	30	210
Table, picnic	20	140
Table, utility	10	70
Umbrella, outdoor	5	35

14 FAM EXHIBIT 613.3

EXAMPLE OF A COMPUTATION OF CHARGES FOR UNACCOMPANIED AIR BAGGAGE (UAB)

(CT:LOG-32; 10-10-2006)
(Uniform State/BBG/USAID/Commerce/Agriculture)
(Foreign Service)

(EXAMPLE: Washington, DC to Damascus, Syria)

**(Shipment costs based on an entitlement of
600 lbs. gross weight)**

Transportation Service	Cost per 100 lbs
Origin Packing Charges	\$65.00
Freight Forwarding Charges (origin airport to destination airport)	\$112.00
Total cost per 100 lbs.	\$177.00

Total Cost for UAB Shipment (600 lbs. allowed = 6 x \$177.00 = \$1062.00)

NOTE: The cost listed above is only an example. The employee's actual UAB entitlement is stated on the employee's travel authorization. Only the authorized weight will be shipped at U.S. Government expense. If the UAB exceeds the employee's entitlement, the Transportation Advisory Section will assist the employee in identifying the additional costs that the employee will have to incur to ship the excess UAB weight. The employee must obtain all excess transportation costs for his or her transportation.

14 FAM EXHIBIT 613.7 CONSUMABLES POSTS

(CT:LOG-40; 05-18-2007)

- a. See 14 FAM 613.7-2, paragraph c, for guidance on the consumables allowance for personnel at posts that have been deleted or added to the lists in this exhibit.
- b. Personnel at the posts below are authorized shipment of consumables to post, effective October 18, 2005:

Abuja	Accra	Addis Ababa
Algiers	Antananarivo	Ashgabat
Asmara	Astana	Baku
Bamako	Bangui	Belgrade
Bishkek	Bujumbura	Calcutta
Chengdu	Chennai	Chisinau
Colombo	Conakry	Cotonou
Damascus	Dar es Salaam	Dili
Djibouti	Dushanbe	Freetown
Georgetown	Grenada	Guangzhou
Hanoi	Harare	Havana
Ho Chi Minh City	Kabul	Kampala
Kathmandu	Khartoum	Kiev
Kigali	Kinshasa	Kolonia
La Paz	Libreville	Lilongwe
Lome	Luanda	Maputo
Minsk	Monrovia	N'Djamena
Niamey	Nouakchott	Ouagadougou
Paramaribo	Phnom Penh	Podgorica
Port au Prince	Praia	Rangoon
Sanaa	Sao Tome	Shanghai
Shenyang	Skopje	Tashkent
Tbilisi	Tirana	Udorn (from
Bangkok only)	Ulaanbaatar	Vientiane
Vladivostok	Yaounde	(includes
Douala)	Yekaterinburg	Yerevan

- c. The following posts are no longer authorized a consumables shipment, effective October 18, 2005:

Almaty	Apia	Bucharest
Krakow	Lusaka	Majuro
Mumbai	Nairobi	Port-of-Spain
Riga	Sofia	St. Petersburg
Tallinn	Vilnius	

- d. Personnel at the post below are authorized shipment of consumables to post, effective December 21, 2005:

Tripoli

- e. Personnel at the post below are authorized shipment of consumables to post, effective October 1, 2006:

Pristina

- f. The following posts are no longer authorized a consumables shipment, effective October 1, 2006:

Belgrade

Grenada

14 FAM EXHIBIT 614.4-3 SAMPLE TEXT OF TELEGRAPHIC NOTIFICATION OF SHIPMENT EN ROUTE

(CT:LOG-11; 10-21-2005)

UNCLASSIFIED

R 241519Z JUN 87 ZEX
FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS

UNCLAS STATE 194791

INFORM CONSULS

E.O. 12958: N/A
TAGS: ATRN
SUBJECT: TELEGRAPHIC NOTIFICATION OF SHIPMENT ENROUTE

1. EMPLOYEE'S NAME AND SSN
2. SHIPMENT DESCRIPTION
3. SHIPMENT DESCRIPTION
4. FROM: (POINT OF SHIPMENTS ORIGINATION) TO: (FINAL DESTINATION AS SHOWN IN THE TRAVEL AUTHORIZATION)
5. FISCAL DATA (FOR OTHER THAN STATE DEPARTMENT SHIPMENTS, ADD TRAVEL AUTHORIZATION NUMBER)
6. NUMBER OF PIECES
7. AGENCY
8. SHIPMENT NUMBER
9. GROSS WEIGHT
10. NET WEIGHT
11. TOTAL CUBE
12. VOYAGE OR FLIGHT NUMBER
13. DEPARTURE DATE AND ETA TO DESTINATION PORT
14. NAME OF VESSEL, AIRLINE
15. SHIPPING LINE
16. PORT OR AIRPORT OF DISCHARGE
17. CONTAINER NUMBER
18. OBL OR AWB NUMBER
19. POINT OF CONTACT IN THE UNITED STATES: NAME, TELEPHONE NUMBER
20. OTHER REMARKS

PLEASE SEND THE TELEGRAMS AS CLOSE TO THE ACTUAL DEPARTURE AS POSSIBLE. HHE AND POVS OFTEN ARRIVE WITHOUT ANY NOTIFICATION AND DELAY ANY ONFORWARDING. THANK YOU FOR YOUR ASSISTANCE.

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NOTE:

1. ITEM #1: ENTER N/A IF THE SHIPMENT IS FOR OFFICIAL SUPPLIES AND/OR EQUIPMENT RATHER THAN A PERSONAL PROPERTY SHIPMENT.
2. ITEM #13: "DEPARTURE DATE" REFERS TO THE DATE THE TRANSPORTATION COMPANY (LAND/SEA/AIR) RECEIVED THE SHIPMENT. IN THE CASE OF A STEAMSHIP COMPANY, IT REFERS TO THE DATE THE SHIPMENT WAS LOADED ABOARD THE VESSEL (OBL DATE). IN THE CASE OF AN AIRLINE OR TRUCK SHIPMENT, IT REFERS TO THE DATE THE SHIPMENT WAS PICKED UP OR DELIVERED TO THE AIR CARRIER OR FREIGHT FORWARDER. "DEPARTURE DATE" DOES NOT REFER TO THE DATE THE SHIPMENT LEFT THE POINT OF ORIGIN.

POWELL
YY

UNCLASSIFIED

14 FAM EXHIBIT 614.5

COMPUTATION OF COST BY PACK-AND-CRATE METHOD

(CT:LOG-40; 05-18-2007)

Under the conventional pack-and-crate method, the charges for various segments of a move are assessed differently. Converting these various costs to a common denominator (100 pounds net weight) is the major problem in comparing the costs of through bill-of-lading shipments to that of a conventional pack-and-crate shipment.

A review should be made of all shipments export-packed during a recent period to ascertain the total net weight, gross weight, cubic measurement, and cost. If the basis for the packing charge is other than per 100 pounds net weight, the cost per 100 pounds net weight can be computed by dividing the total net weight into the total cost.

The net weight and gross weight are defined in 14 FAM 612.3-2. The tare weight is the gross weight minus the net weight. The tare ratio, which is the percentage of the tare weight to the net weight, is obtained by dividing the tare weight by the net weight. The number of pounds gross weight in a cubic foot may be obtained by dividing the gross weight by the number of cubic feet.

EXAMPLE

Conversion factors developed from post records:
100 pounds net weight = 138 pounds gross weight (38% tare ratio);
there are 9.2 pounds of gross weight contained in 1 cubic foot.

Origin Costs	
Export packing charged at \$12 per 100 pounds net weight, including cost of local hauling and cost of containers: 100 lbs. net weight (1 x \$12.00)	
Inland freight to port-of-origin charged at \$4 per 100 pounds gross weight: 138 lbs. x \$4.00	
Port charges at origin at \$3 per ton (2,000 pounds) of gross weight: (\$3.00 divided by 2,000 lbs.) x 138 =.2070	

Origin Costs	
Ocean Transportation	
Ocean freight charged at \$60 per 40 cubic feet: (\$60.00 divided by 40 cu. ft.) x (138 lbs. divided by 9.2 lbs.)	

Destination Costs	
Port charges at destination at \$.03 per cubic foot: (138 lbs. divided by 9.2 lbs.) x \$.03	
Inland freight from port-of-destination charged at 138 lbs. x \$.94 = \$1.297	
Local delivery and unpacking at final destination charged at \$2.50 per 100 pounds gross weight: 138 lbs. x \$2.50	
Total cost per 100 pounds net weight	

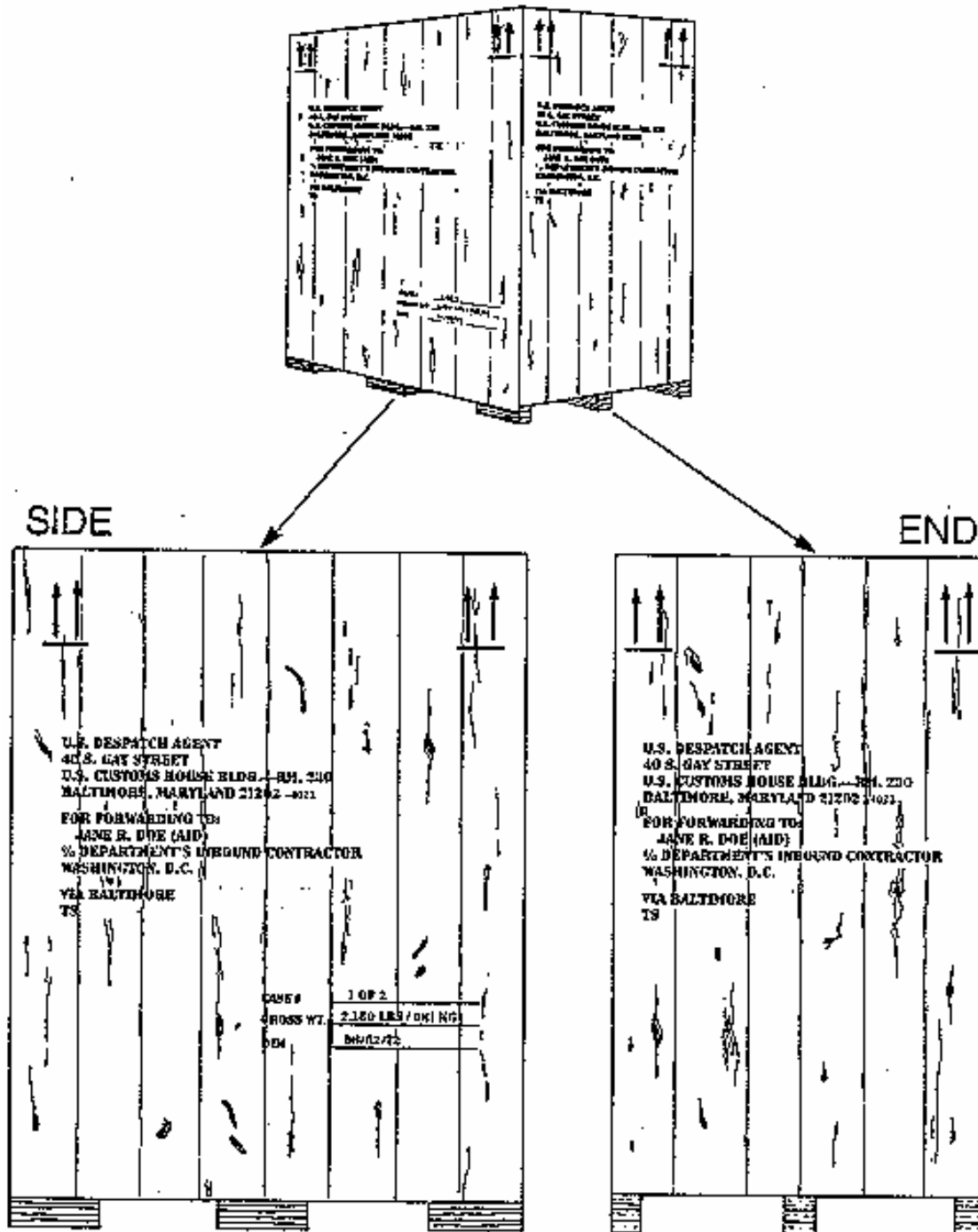
14 FAM EXHIBIT 614.6-1 CONSIGNMENTS FOR SHIPMENTS DESTINED FOR THE UNITED STATES

(CT:LOG-11; 10-21-2005)

Port of Discharge	Consignee
New York and all other Atlantic coast gateways except Washington, DC, Maryland, Virginia, and Miami.	U.S. Despatch Agent 555 U.S. Route 1, South Iselin, NJ 08830-3179 [Tel: 732-855-8880] [Fax: 732-855-8899]
Baltimore, Norfolk, and ports in North Carolina and South Carolina.	U.S. Despatch Agent Room 125 2200 Broening Highway Baltimore, MD 21224 [Tel: 410-631-0043]
All ports in Florida and the Gulf of Mexico.	U.S. Despatch Agent Building H, Suite 250 7789 NW 48 th St. Miami, FL 33166 [Tel: 305-526-2906] [Fax: 305-715-3502]
All Pacific coast ports.	U.S. Despatch Agent 2800 S. 192nd St. Suite 108 Seattle, WA 98188 [Tel: 206-764-3805] [Fax: 206-764-6660]

SHIPMENT ILLUSTRATIONS

Lift Van Markings



**Consignment Markings—Household Effects (HHE) Going
From West Africa to the Washington, DC Area**

**U.S. DESPATCH AGENT
2200 BROENING HWY. RM 125
BALTIMORE, MD 21224
TEL: (AREA 410) 631-0043**

**FOR FORWARDING TO:
JANE R. DOE (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR
WASHINGTON, DC**

**VIA BALTIMORE
TS**

**Consignment Markings—Household Effects (HHE) Going
From the Philippines to San Francisco**

**U.S. DESPATCH AGENT
2800 S. 192ND ST. ROOM 108
SEATTLE, WA 98188-5163**

**FOR FORWARDING TO:
DONALD R. WATSON (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR
SEATTLE, WA**

**Consignment Markings—Household Effects (HHE) Going
From South Africa to Waco, Texas**

**U.S. DESPATCH AGENT
BUILDING H, SUITE 250
7789 NW 48th ST
MIAMI, FL 33166**

**FOR FORWARDING TO:
EVELYN DUNNING (USAID)
123 MAIN STREET
WACO, TX**

VIA HOUSTON

**Consignment Markings—
UAB Shipment Ending at JFK International Airport
(Final Destination Is San Francisco)**

**U.S. DESPATCH AGENT
JFK INTERNATIONAL AIRPORT
IAB, ROOM 2214
JAMAICA, NY 11430**

**FOR FORWARDING TO:
SUZANNE D. GIBSON (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR
SEATTLE, WA**

The post consigns, marks, and prepays the shipment to the New York Despatch Agent at the DA's JFK Liaison Office. (The shipment enters the United States and ends at this airport.)

The post sends the shipment prepaid only as far as JFK Airport. The DA's Liaison Office clears the shipment through U.S. Customs and makes all arrangements to send the effects on to:

**Consignment Markings—
UAB Shipment Ending at Washington's Dulles International Airport
(Final Destination Is Washington, DC)**

**A/LM/OPS/TD
DEPARTMENT OF STATE
WASHINGTON, DC**

**FOR FORWARDING TO:
ROBERT R PROVINDER (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR**

The Department's Liaison Office at Dulles International Airport will clear the shipment through U.S. Customs. Unless the post has provided a delivery address on the air waybill, the Dulles Liaison Office will give the UAB to the Department's Inbound Contractor to hold.

**Consignment Markings—
Household Effects (HHE)
Going to Washington, DC-Transshipping through ELSO
U.S. DESPATCH AGENT
AMERICAN EMBASSY OFFICE (ELSO)
NOORDERLAAN 147, BUS 12A
2030 ANTWERP, BELGIUM
FOR FORWARDING TO:
JOHN Q. PUBLIC (USAID)
C/O DEPARTMENT'S INBOUND CONTRACTOR
WASHINGTON, DC
TS**

14 FAM EXHIBIT 614.6-5

U.S. AIR GATEWAYS

(CT:LOG-11; 10-21-2005)

U.S. Despatch Agent or U.S. Gateway

Office to Be Notified

New York and all other Atlantic coast gateways except Washington, DC, Maryland, Virginia, and Miami.

U.S. Despatch Agent
J.F.K. International Airport
Room 2114
Jamaica, NY 11430
[Tel: 718-553-1692]

Miami, New Orleans, and other Gulf gateways.

U.S. Despatch Agent
7789 NW 48th St.
Suite 250
Miami, FL 33166
[Tel: 305-526-2905]

San Francisco and other Pacific coast gateways (except for shipment destined for the Washington, DC, Maryland, and Virginia areas carried on Northwest Orient Airlines' flights which terminate at Dulles International Airport).

U.S. Despatch Agent
2800 S. 192nd St.
Room 108
Seattle, WA 98188-5163
[Tel: 206-764-3805]

Washington, DC, Maryland, and Virginia arriving at Dulles International Airport (consignees only).

Travel and Transportation
Management Division,
Operations Branch
A/LM/OPS/TTM/TO
U.S. Department of State
Washington, DC 20520-1244
[Tel: 703-285-2374/2383]

14 FAM EXHIBIT 618.3-1

IMPORTING PERSONAL AND HOUSEHOLD EFFECTS

(CT:LOG-1; 05-27-2005)

19 CFR 148.74 through 148.77 provides for free entry of personal and household effects as follows:

Section 148.74 Exemption on termination of assignment to extended duty or on evacuation.

(a) Exemption. With the limitation on alcoholic beverages and tobacco products provided in paragraph (c) of this section, entry free of duty and tax under subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS) (19 U.S.C. 1202), may be accorded personal and household effects of:

(1) Any person in the service of the United States who returns to the United States upon the termination of assignment to extended duty at a post or station outside the Customs territory of the United States;

(2) Members of his family who have resided with him at such post or station and are returning upon the termination of his assignment; or

(3) Any person evacuated to the United States under U.S. Government orders or instructions.

(b) Applicability of exemption. The term "personal effects" as used in subheading 9805.00.50, HTSUS, is not confined to that class of articles described in subheading 9804.00.20, HTSUS, nor is any period of use, such as is prescribed by subheading 9804.00.05, HTSUS, applicable to household effects entered under subheading 9805.00.50, HTSUS. The privilege of free entry under subheading 9805.00.50, HTSUS, does not apply to:

(1) Articles imported for sale, or for the account of any person not specified in subheading 9805.00.50, HTSUS; or

(2) Articles which have not been in the direct personal possession of the claimant, or a member of his household, while abroad.

(c) Limitation on alcoholic beverages and tobacco products. A total of not more than 4 liters of alcoholic beverages and not more than 100 cigars shall be accorded free entry under subheading 9805.00.50, HTSUS, subject to the conditions that:

(1) These articles accompany the person making the claim for free entry upon his arrival in the United States;

(2) Not more than 1 liter of any such alcoholic beverages shall have been distilled or otherwise manufactured and bottled in any place other than the United States or its possessions;

(3) Such individual has not concurrently claimed exemptions as a returning resident under subheadings 9804.00.65 and 9804.00.70, HTSUS; and

(4) Such person, if other than one in the service of the United States, shall have attained the age of 21.

(d) Termination of assignment to extended duty. The requirement of subheading 9805.00.50, HTSUS, that the person "returns to the United States upon the termination of assignment to extended duty" shall be considered met upon the necessary proof being submitted that any one of the following is applicable:

(1) The person is returning upon the termination of a tour of duty outside the Customs territory of the United States of at least 140 days' duration;

(2) The person is returning after the termination of an assignment under permanent change of station orders to duty at a post or station outside the Customs territory of the United States, regardless of the duration of the duty. A crew member, including a member of a command, serving on a United States naval vessel when it departs from the United States on an intended deployment of 120 days or more outside the Customs territory of the United States and who continues to serve on the vessel until it returns to the United States may be considered as returning after the termination of an assignment of duty under permanent change-of-station orders;

(3) The person is returning to the United States upon the termination of a tour of duty at any time after leaving the United States for duty of not less than 140 days outside the Customs territory of the United States; and

(4) The person, although not returning to the United States, is ordered by the U.S. Government agency involved from duty at a post or station outside the Customs territory of the United States to duty at another post or station outside the Customs territory of the United States necessitating the return to the United States of his personal and household effects.

Section 148.75 Persons ineligible for exemption on termination of assignment.

(a) Persons returning from temporary assignment. No person, or member of his family, shall be allowed free entry of personal and household effects under subheading 9805.00.50, Harmonized Tariff

Schedule of the United States (HTSUS) (19 U.S.C. 1202), where the person returns to the United States pursuant to U.S. Government orders or instructions which authorized him initially to proceed to a foreign post or station and return to the United States upon termination of temporary duty, except as it may otherwise be deemed proper in accordance with the provisions of Section 148.74(d) or Section 148.76.

(b) Persons returning on leave or before termination of extended duty assignment. A person returning on leave, other than on re-employment leave at the termination of assignment to extended duty as defined in Section 148.74(d), or otherwise returning before the termination of an assignment to extended duty outside the Customs territory of the United States, with or without orders covering the return, is not eligible for an exemption under subheading 9805.00.50, HTSUS (19 U.S.C. 1202).

(c) Person returning on temporary duty assignment. A person returning to the United States under orders on temporary duty assignment at the termination of which he is returned to his duty station abroad to resume his regular duties is not regarded as returning to the United States at the termination of extended duty outside the Customs territory of the United States and is not eligible for an exemption under subheading 9805.00.50, HTSUS (19 U.S.C. 1202).

Section 148.76 Waiver of requirements or limitations.

In any case in which the limitation on the quantity of alcoholic beverages and tobacco products which may be exempted from duty and tax under Section 148.74(c) or the failure of the person to meet the requirements that he be returning upon the termination of assignment to "extended duty," as explained in Section 148.74(d), will cause undue hardship to the person through no fault of his own, but rather because of the nature of his assignment or other hardship circumstances, the Commissioner of Customs, upon receipt of a request from the U.S. Government agency involved, may waive the limitation or the requirement, as the case may be, if he deems such waiver warranted by the facts.

Section 148.77 Entry of effects on termination of assignment to extended duty, or on evacuation.

(a) General procedure. All articles for which free entry is claimed under subheading 9805.00.50, Harmonized Tariff Schedule of the United States (HTSUS) (19 U.S.C. 1202), shall be entered or withdrawn in accordance with the requirements prescribed by the Tariff Act of 1930, as amended. District directors shall be satisfied in all cases that the articles for which free entry is claimed under subheading 9805.99.50, HTSUS, are personal and household effects of the importer

entitled to the benefits of subheading 9805.00.50, HTSUS, particularly in those cases where the quantity of effects imported may appear to be unreasonable for personal or household use. No invoice shall be required for articles accorded free entry under this provision.

(b) Declaration and entry—

(1) Person entitled to exemption. Declaration and entry for articles claimed to be exempt from duty and tax under subheading 9805.00.50, HTSUS (19 U.S.C. 1202), may be made on Customs Form 6061, or Department of Defense Form DD-1252 when entry is made in the name of the person who is entitled to the benefits of the exemption. The date of the person's last departure from the United States shall be indicated on the declaration and entry;

(2) Designated official. Customs Form 6061, executed on behalf of the owner of unaccompanied personal and household effects by either a United States Despatch Agent or a designated responsible military official in his own name, may be accepted by the Customs officer as the declaration and entry if there is a valid reason evident from the owner's travel orders or information at hand why the United States Government agency concerned is unable to present Department of Defense Form DD-1252 or Customs Form 6061 executed by the owner. The date of the owner's last departure from the United States need not be indicated on the form. The following statement shall be added across the face or to the back of Customs Form 6061:

This form is completed on behalf of:

(Name of U.S. Government employee)

Travel orders and information on hand in this office show that the named person has met all requirements of Section 148.74 of the Customs Regulations and is entitled to the benefits of subheading 9805.00.50, Harmonized Tariff Schedule of the United States. The shipment imported consists of nothing but personal and household effects of the named person, which effects are not imported for sale or as an accommodation for others.

(c) Verification of claim for exemption—

(1) By travel orders. The declaration and entry shall be verified by the Customs officer by an inspection of the owner's travel orders. If the

district director accepts an inspection of the owner's travel orders as evidence that the effects were brought into the United States within the requirements of subheading 9805.00.50, the owner's travel orders shall be identified on the entry, which shall be handled like a free baggage declaration; and

(2) By other evidence. The declaration and entry may be verified by other evidence which satisfies the district director that the effects were brought into the United States in connection with:

(i) The person's return to the United States upon the termination of assignment to extended duty, as explained in Section 148.74(d);

(ii) The return of members of his family who have resided with him at his post or station upon the termination of his assignment; or

(iii) The evacuation of a person to the United States under U.S. Government orders or instructions.

14 FAM EXHIBIT 619.2-1
TEXT OF COMPTROLLER GENERAL'S
CIRCULAR LETTER B-150556

(CT:LOG-11; 10-21-2005)

COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON, DC

B-150556

June 16, 1967

To the Heads of Departments (other than the Department of Defense and its constituent military departments), Independent Establishments, and Others Concerned:

Subject: Procurement of Ocean Freight Transportation Services

The General Accounting Office has been concerned for some time that many ocean freight shipments made for the account of the United States by Government agencies, other than the Department of Defense, are moving on commercial ocean bills of lading, without the customary controls of the Government bill of lading regarding proof of delivery and other administrative safeguards. Our analysis of the particular conditions involved in the usual shipping arrangements for these agencies indicates that shipments are frequently consigned to a port agent for forwarding or holding for the carriers to obtain accomplished bills of lading in such cases. We have also been advised that other documents for ocean shipments must be prepared by the ocean carriers in any event.

Under these circumstances, we have developed procedures that are mutually satisfactory to the Government and to the United States ocean carriers generally, whereby the particular problems encountered by ocean carriers in endeavoring to obtain delivery receipts can be eliminated while retaining reasonable compliance with statutes designed for the protection of the Government and controlling payments for services rendered on ocean freight shipments.

Effective August 1, 1967, the provisions of 5 GAO 3000, for the procurement of ocean freight transportation services by Departments (other than the Department of Defense and its constituent military departments) and independent establishments, hereinafter called civil agencies, are there modified insofar as they require: (1) the use of Government Bills of Lading, SF-1103, for procuring transportation services for the account of the United States Government and (2) the proper accomplishment of these bills-of-lading as a condition of payment.

Civil agencies will procure and pay for such services in accordance with the following procedures:

1. (a) Ocean shipments made by civil agencies for the account of the U.S. Government may, at the option of the agency, move: (1) on standard Government bill-of-lading forms: or (2) on commercial bill-of-lading forms overprinted or stamped with the provision, "This shipment is made under all terms and conditions of the Standard Form Government Bill of Lading and is subject to the terms and procedures set forth in Comptroller General of the United States Circular letter B-150556 dated June 16, 1967."

(b) Execution of the Consignee's Certificate of Delivery on the Government bill-of-lading form will not be required on ocean freight shipments by or for the account of civil agencies. The provisions of 5 GAO 3035.10 are therefore modified to provide that the original Government bill of lading, when used for ocean freight shipments by civil agencies, will be surrendered to the ocean carrier's agent for retention and billing.

2. The ocean carrier's billings will not submit their bills for payment for the involved ocean transportation until the vessel has arrived at the destination port or 30 days after the cargo has been loaded aboard the vessel at origin port, whichever is earlier, such governing date to be shown on the carrier's billing.

3. The ocean carrier's billings will be presented on Standard Form 1113, Public Voucher for Transportation Charges, and the carriers will indicate on the face thereof the date the shipment arrived at destination port or the loading date. The date shown should be identified as (1) the date of arrival at destination or (2) the loading date.

4. The ocean carriers will comply with any reasonable numbering system which may be established by each involved agency for payment and accounting control.

The ocean carriers are no longer required to support their billing with a consignee's certificate of delivery. Shipments made under these procedures are subject to the terms and conditions of the Standard Form Government Bill of Lading, including Condition 1 thereof, wherein entitlement to payment is predicated on proof of delivery at destination. Therefore, payments made under these procedures are subject to adjustment, if otherwise proper, when the cargo is lost, damaged or not delivered to the destination specified in the bill-of-lading contracts.

The Government does not waive the right of preaudit of charges where such action is determined to be necessary to protect the interests of the Government.

Civil agencies using the facilities of Despatch Agents, commercial forwarders, or carriers for the preparation of ocean shipping documentation shall establish procedures to assure that the terms and conditions of the standard Government Bill-of-Lading form will be incorporated by reference on the commercial bill-of-lading form. Each agency affected shall establish procedures to assure that billings are not paid prior to arrival of the vessel at the destination port or 30 days after the cargo has been loaded aboard the vessel at origin whichever is earlier. Also, in view of the requirements imposed herein upon ocean carriers as to time of presentation of their billings, the agencies should process billings presented in compliance therewith as expeditiously as possible.

Under the express provisions of 31 U.S.C. 82g, disbursing and certifying officers are relieved of responsibility and liability for overpayments or overcharges for transportation furnished on Government bills of lading when due to the use of improper rates or classification. Inasmuch as the terms and conditions of the Government bill of lading are incorporated by reference on the commercial documentation used under these procedures, the relief afforded such officers under 31 U.S.C. 82g shall be afforded such officers as to payments for shipments moving in accordance with these procedures. Additionally, as to shipments hereunder, the certifying and disbursing officers are relieved of the present requirement that the consignee's certificate of delivery must be obtained before payment is made for ocean freight shipments.

The administrative agencies shall continue to be responsible for making diligent effort to collect all agency claims arising under these procedures and for reporting uncollected debts to the Transportation Division, U.S. General Accounting Office, as provided in 5 GAO 5040.25.

Comptroller General
of the United States